

BALDWINVILLE CENTRAL SCHOOL DISTRICT

L. Pearl Palmer Elementary

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Student/Parent Handbook

**2022-2023**



## L. Pearl Palmer Elementary School

7864 Hicks Road  
Baldwinsville, NY 13027  
(315) 638-6127

### *Together, We Learn!*

Dear Palmer Families,

The time has finally arrived and school is back in session! I would like to take the opportunity to welcome you and let you all know how excited we are about the brand new school year that awaits; one filled with countless new opportunities and endless possibilities. The purpose of this handbook is to provide 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 (638-6127) for clarification.

At Palmer, the goal of staff 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 Palmer's mission statement of, *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. Undeniably, each one of us plays a crucial role in contributing essential elements that will make Palmer Elementary a wonderful environment for students to learn, grow, and succeed.

Sincerely,

Alexander F. Ewing, Principal

#### *Baldwinsville Central Schools Mission and Vision*

*To provide every student with the educational experiences and opportunities that will foster the full development of his or her potential.*

*Through a cooperative effort of the total community, we will create an environment which inspires a desire for life-long learning, fosters mutual respect, instills a positive philosophy about the worth of participatory citizenship, and empowers all individuals to reach their full potential.*



## **Palmer Staff**

### **Kindergarten**

Mrs. Rena James - rjames@bville.org  
Mrs. Jillian Reeves - jcreeves@bville.org  
Mrs. Ashley Vernyi - avernyi@bville.org  
Mrs. Caylyn Leier - cleier@bville.org

### **First Grade**

Mrs. Erika Furr - efurr@bville.org  
Ms. Mary Scott - mscott@bville.org  
Mrs. Alexandra Jannetti - ajannetti@bville.org  
Mrs. Nicole Vaughan - nvaughan@bville.org

### **Second Grade**

Mrs. Cindy Edwards - cedwards@bville.org  
Miss Kassidy Seary - kseary@bville.org  
Mrs. Lisa Lasinski - llasinski@bville.org  
Mrs. Cari Richardson - crichardson@bville.org

### **Third Grade**

Mrs. Heather Kowalski - hkowalski@bville.org  
Mr. Michael Vail - mvail@bville.org  
Mr. Keith Pritchard - kpritchard@bville.org  
Mr. Maura Schuetter - mschuetter@bville.org

### **Fourth Grade**

Mrs. Felicia Graham - fgraham@bville.org  
Mrs. Suzi Kick - skick@bville.org  
Miss Lauren Hughes - lhughes@bville.org  
Mrs. Michelle Robinson -  
mrobinson@bville.org  
Mrs. Tessa Mellnitz - tmellnitz@bville.org

### **Fifth Grade**

Mrs. Patti Cottrell - pcottrell@bville.org  
Mrs. Clare Pearce - cpearce@bville.org  
Mrs. Barbara Stack - bstack@bville.org  
Mrs. Sabrina Metott - smetott@bville.org

### **Special Area Teachers**

**Art** - Mrs. Skandalis - askandalis@bville.org

**Music** - Mrs. Christine Isbell -  
cisbell@bville.org

**Library** - Mrs. Lynnette Planck -  
lplanck@bville.org

**PE** - Mr. Andrew Ehle - aehle@bville.org

**Band** - Mr. Randall Bennett -  
rbennett@bville.org

**Orchestra** - Mrs. Rebecca Dusart -  
rdusart@bville.org

### **Reading/Speech**

Mrs. Patrice Murphy - pmurphy@bville.org  
Mrs. Shelley Quilter - squilter@bville.org  
Ms. Maureen Murphy - mmurphy@bville.org

### **Math Specialist**

Ms. Kimberly Hodgson - khodgson@bville.org

**Food Service** - Ms. Lauren Gersbacher  
lgersbacher@bville.org

## Palmer School Hours

Students Enter School 8:35-8:55 AM

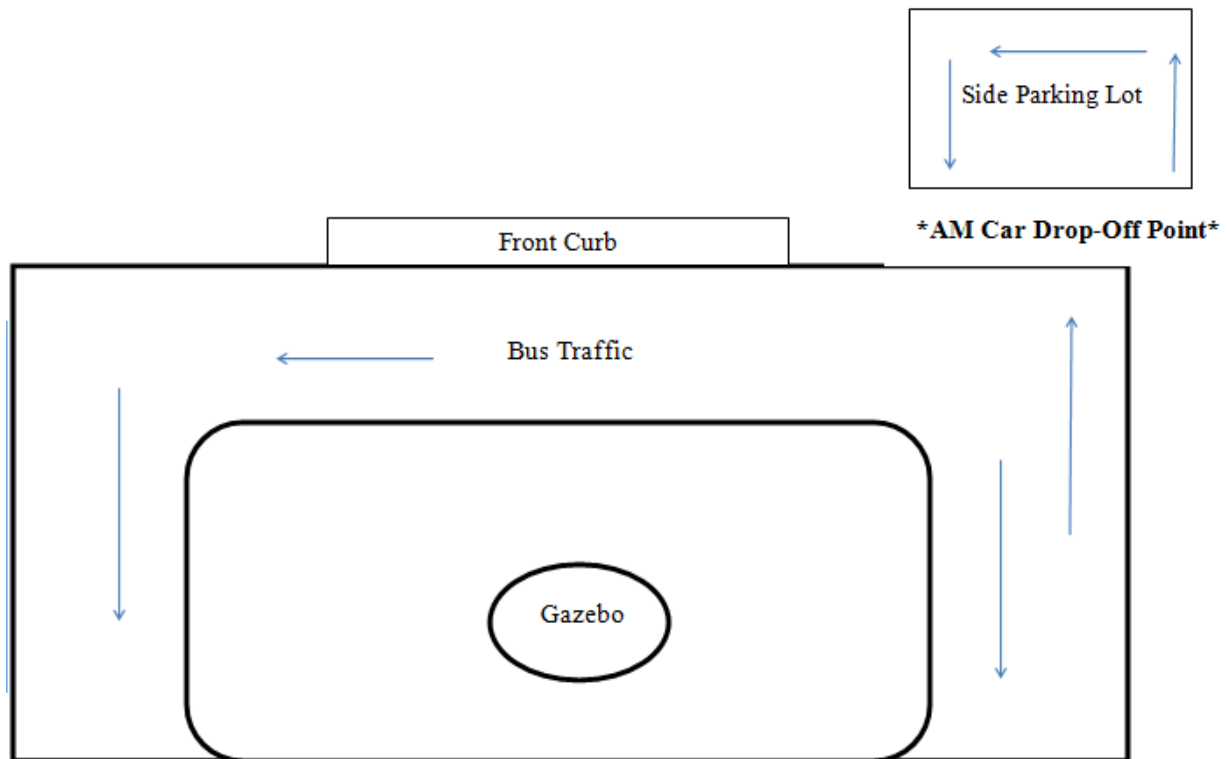
Announcements Begin 8:55 AM

Parent Pick-Up Dismissal 3:20 PM / Bus Dismissal 3:25 PM



- Students **must** arrive after 8:35 AM; there is no supervision prior to this time. School buses arrive at school between 8:30-8:45 AM, with students entering the building at 8:35 AM. When dropping off children in the morning, please turn into the parking lot on the right and let the students out of the car at the corner of the sidewalk. Cars are not allowed to enter the bus circle during this time. See diagram below. This helps us keep the students safe and cars out of the bus traffic.
- Students being dismissed for parent pick-up will be released at 3:20 PM. When picking up your children in the afternoon, please do not park in the bus loop. Staff members responsible for duty may request identification to ensure the safety of all students.

### Palmer Traffic Pattern



Visitors are asked to report to the main office and check in prior to moving about the building. Office staff will request a reason for your visit when you push the doorbell requesting entry. Please identify yourself and be sure to bring in your driver's license so a tag may be generated for your visit. School district personnel will be wearing identification badges.

## Health Office Information

Health assessments are made by 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 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 Wellness. After that a parent note is needed. Since PE is only every 4-5 days - if an illness extends that long, parents should consult with their provider.

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

**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 directed 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 638-6129.

## Student Attendance

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 work place 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 children.



It is the responsibility of the parents and students to see that the student arrives to school on time. When tardiness/attendance becomes a concern, the principal will send the student's

parents a copy of the attendance record and request their cooperation. Formal letters are sent automatically to parents beginning with 7 absences and/or unexcused lateness in a quarter, reminding families of the importance of attendance.

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

1. A letter will be sent to the parents requesting a personal conference as soon as possible with the school social worker.
2. The attendance officer may visit the home to verify absences.

If there is no immediate and drastic improvement in a chronic attendance problem, the principal will refer the case to the Onondaga Department of Social Services for educational neglect.

Teachers are not expected to make up 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. **Please call 638-6127 between 4:00 PM and 8:00 AM**, as well as holidays and weekends to report an absence and leave a message on 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, we will need to contact you at home or work.

This system will ensure that both home and school are aware of the whereabouts of each absent child.

If your child comes to school after 8:50 AM, the child must report to the office to be signed in and to get a late pass. This will prevent the child from being marked absent.

### **Students Excused During the Day**

Please send a note to school with your child on the morning of any appointments. The note will be directed to the office and your child's name will be recorded in our early dismissal book. When you pick up your child, please report to the office and we will call your child down. If someone other than yourself will be picking up your child, please indicate that on the note.

### **Homework/Assignments While Absent**

If a student is absent from school, the parent/guardian is invited to call the office to request assignments prior to 10:00 AM. School work may be picked up in the main office or may be sent home with another student.

### **Custody Arrangements**

If there is legal custody or divorce settlement information that the school should be aware of regarding a student, please 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 newsletters, report cards, progress reports, and other such information.

### **Delays and Emergency Notification Systems**

Due to inclement weather, power outages, etc., school may be delayed for 1-2 hours. Please check local radio or television announcements about delays. You may also be notified by the District's notification system through phone call or email. A one-hour delay means that the school begins at 9:50 AM and that students may not arrive to school before 9:35. A two-hour delay means that school begins at 10:50 AM and that students may not arrive to school before 10:35 AM.

### **School Messenger Notification System**

The district and school 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 Palmer 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.

The district also has a free mobile app you can download from the app store or Google Play. The app includes news, notifications, calendars, menus, and staff directory. Search for the Baldwinsville Central School District.

Palmer families are invited to "Like" L. Pearl Palmer Elementary on Facebook and check our school website for program updates and important events.

### **Cafeteria Services**



Students may buy a hot lunch, sandwiches, milk, ice cream or snacks, or they may bring a lunch. Prices appear on the monthly menu and are subject to change without notice. The price for breakfast is FREE. The price for lunch this year is FREE. The price of milk alone is \$.75 and ice cream is \$.75. 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.

Please see that your child has a lunch or lunch money each day. Some parents put emergency lunch money in a place in the book bag. Information on how to register for the [mySchoolBucks](#) lunch payment program is available on the [Food Services](#) page at [www.bville.org](http://www.bville.org). Having a lunch or lunch money may seem like a small thing, but it is really important and ensures that your child has a good learning experience in the afternoon. We really appreciate your help with this.



## **Learning Commons/Library Media Center Information**

Our library/media center/learning commons is available to all Palmer students and staff. The LMC is open daily from 8:35 AM to 3:30 PM for study, research, and browsing. Students attend library class each week. All students are taught computer skills in the computer lab as part of their LMC experience. Students at all grade levels are encouraged to sign out books, magazines, technology, and other materials from the school library. Our purpose is to instill the appreciation, need and love for books, reading, technology and learning with our students. All library books, videos, other technology, and magazines are to be returned to the library on time. If a student fails to bring back materials, the student may continue to use the library facilities, **but may not sign out any materials until all overdue materials are returned, or lost/damaged materials fees are paid.** Students are still expected to complete all assignments involving the use of library materials.

## **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 Mr. Bennett for band or Mrs. Dusart 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. **Only store bought foods will be allowed for school parties or other events for children.** Children may not share materials outside their classrooms. Also, so that students do not miss classwork or disturb the class, we do not have siblings from other classes attend birthday parties or other events with the exception of the 5<sup>th</sup> Grade Moving-Up Ceremony.

## **Field Trips**

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



## **Homework**

Homework is an assignment or a portion of an assignment to be completed or prepared outside of school. Its aim is to be a meaningful extension of classroom instruction, helping a student develop independent study habits and practice skills. Homework will vary from day to day, depending on the subject matter. The time a child should be expected to spend on homework is:

Kindergarten	About 10 minutes
First Grade	About 10 minutes
Second Grade	About 20 minutes
Third Grade	About 30 minutes
Fourth Grade	About 40-50 minutes
Fifth Grade	About 50-60 minutes

Additionally, students should read or be read to for at least 20 minutes every day. Reading to or with your child or encouraging your child to read independently and regularly, is one of the best ways to help your child become a better reader. Each grade level has a system for communicating with parents about reading expectations. If your child is exceeding the homework guidelines, please contact the teacher. A minimal amount of homework may be assigned during the first two weeks of school while students are establishing classroom routines.

Additional Homework Information for Grades 3-5: Daily assignments for homework are written on the whiteboard and remain there throughout the day. Therefore, the student has sufficient time to copy the assignments into his/her Homework Agenda/notebook. The teacher will specify the exact date and time an assignment is due and the student is expected to turn in the assignment on time. Band, orchestra and chorus students may have a little extra homework on days when they have lessons and rehearsal sessions.

### **Photographs/Social Media**

Should you opt to have your child placed on the DO NOT PHOTO list, you must annually express your intentions to the District Office.

Volunteers and chaperones are reminded that they do not have consent to utilize photographs of the students other than their own child. Please do not post pictures online or share photos taken during school events or field trips without direct parental permission.

### **Presidential 5<sup>th</sup> Grade Awards**

We will be awarding fifth grade students the President's Award for Educational Excellence and the President's Award for Educational Achievement. These awards are signed by the

President and sent to us by the U.S. Department of Education. They are designed to recognize outstanding achievement by students and are presented in fifth grade.

The criteria for the President's Award for Educational Excellence is that the student have mostly 3's and 4's and no 1's on their report cards in grades four and five in ELA, math, science, and social studies--the core subjects. They also must have a 4 on the state math assessment or on the state English Language Arts assessment in grade four. As you can see, the criteria for this award are quite rigorous.

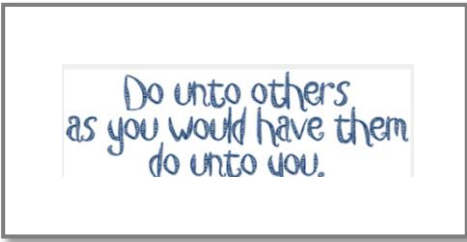
The purpose of the President's Award for Educational Achievement is to recognize students who demonstrate outstanding growth, improvement, commitment or intellectual development in their academic subjects, but do not meet the criteria for the President's Award for Educational Excellence.

This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, sometimes in the face of special obstacles to their learning. Students receiving this award should demonstrate qualities such as high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.



### **Community Use of School Facilities**

It is a goal of the Board of Education to ensure full utilization of school facilities. Community groups will be permitted and encouraged to use school facilities when such use is in compliance with established regulations, involves activities open to all residents of the district, will not damage facilities, and does not interfere with the school program. Requests for use of school



facilities should be submitted to the building principal, except for the playground/athletic fields, which is submitted to the Director of Health and Physical Education. Authorization to use school facilities will be granted on a “first come, first served” basis. Evening activities/meetings involving students are generally limited to the cafeteria and gymnasium. Two weeks advanced notice is requested. School activities override the use of the building by outside organizations. There may be costs involved in using the building at times other than when the custodian is present. No one may charge for participation as with a business for profit.

### **Student Special Services**

Instructional Support Team (I.S.T.): Whenever a staff member or parent has a concern about a child’s educational progress and feels that the child needs more in-depth study, the case is referred to the I.S.T. The I.S.T. will review the case and make suggestions to the teacher regarding instruction. The Instructional Support Team uses a data-driven process called Response to Intervention, or RtI to measure student progress. The Palmer I.S.T. includes the school psychologist, literacy specialist, special education teacher, speech therapist, classroom teachers, principal, and other staff members as needed. If necessary, after a variety of interventions and modifications have been explored the child may be referred to the Committee on Special Education for further analysis.

**Student Support Services:** We have a full-time school psychologist and a full-time school social worker at Palmer 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 at 638-6127.

### **Marking Periods 2022-23**

Marking Period	End Date	Report Cards Posted Online
1	11/10	11/18
2	1/27	2/3
3	4/14	4/21
4	6/23	6/23

### **Parent Portal**

Baldwinsville Central Schools utilizes the [SchoolTool student management system](#). This parent portal provides parents real-time information from a secure 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 outlined with the intent of promoting safety and order 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 or breakfast. Students should not arrive on school grounds before 8:35 AM, as there is no supervision before this time.
2. Students move through the halls quietly, 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.
5. 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.

6. Students are required to dress in accordance with the district established dress code. We ask parents to please help us by monitoring student clothing before students leave for school.
7. Students will wear footwear designed for indoor wear. Students must have appropriate shoes to participate in physical education/recess.
8. Gum chewing is not permitted EXCEPT as determined by the teacher.
9. Electronic devices are not permitted in school. If there is an extenuating circumstance where you feel your child must have a cell phone in school, please contact the principal to discuss.
10. Children should not bring toys or personal items to school unless requested by the teacher for a special project, as these items often get lost or damaged.
11. **Items that could be considered a weapon (or look like a weapon) are never permitted on school property.** Please see the [district code of conduct](#) for a broader list of rules and responsibilities.

### **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 comply with the reasonable request of a staff member.
- A child verbally abuses, threatens or physically assaults a staff member.

### **Consequences:**

Severe disruptions are addressed in one or more of the following ways:

1. Immediate parent/principal contact
2. Immediate parent/principal conference
3. Loss of activity privilege
4. Out-of-school suspension.

### **Wellness**

Wellness serves as a supplement to our physical education program and children go outside whenever possible.



Teachers will not take their classes outside if conditions are deemed a risk to student safety.

Please dress your child every day ready to go outside for Wellness period. 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.
2. Play appropriately (no pushing, shoving, or other physical contact).
3. Stay within playground boundaries to ensure adequate supervision.
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: Apparel should be determined based upon by season and weather conditions.
6. Treat others with kindness and respect. Everyone should have a chance to participate in games and activities.



### **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 situations with prior parental and school permission. All bus notes should include the following information: student's name, teacher

name, bus route number, and specific drop-off address.

- 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 in the road.
- Before crossing, wait until the bus has made a complete stop and its red lights are flashing. Look both ways, 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 an orderly environment; 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 respectful and safe manner.
2. Students must remain seated while the bus is in motion.
3. Emergency exits are to be used only upon the explicit directions of the driver.
4. 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.
5. Parents will be asked to pay for damages to the bus caused by students.
6. Bus rules are consistent between field trips and regular daily transport.

**Bus Specific Consequences:**

Consequences range from warnings to transportation suspensions based upon the severity of the incident in accordance with the School District Code of Conduct.