

Onondaga Central School District

Parent Handbook

Rockwell School
208 Rockwell Road
Nedrow, NY 13120
Ph: 315-552-5070 fax: 315-552-5076

"The Little School with the Big Heart"



2019~2020

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Parental Involvement

Parents are their child's first teachers. Rockwell School believes that parents should be meaningfully involved to make a difference in their child's growth as a learner.

Positive parent involvement leads to regular attendance, high student achievement and improved student attitudes and behavior. Parents can provide the best support for their child's learning by engaging in conversation with teachers and school staff.

Parents can support their child as a learner by sharing respect for schools and teachers and demonstrating the value they place on the work children do in school. This kind of home-school connection sends a strong message to students.

Parents are encouraged to:

- Read with and to their children.
- Discuss school and learning with your children.
- Become involved in school organizations, activities and committees that strengthen the home-school connection.
- Meet with the teachers and school staff to learn about and share information about their child's learning.
- Participate in classroom activities.
- Prepare your children for school with plenty of rest, a nutritious breakfast, classroom supplies and proper clothing for outdoor play.
- Supervise homework each evening.
- Check the district and classroom websites and district calendars.
- Attend Morning Program.

Arrival

School begins at 8:30 am. Buses arrive between 8:25-8:30 am. Walkers should arrive at 8:25 and wait in the front lobby until dismissed to classrooms. Teachers are often at meetings in the morning so there is no supervision of students before 8:25 am. If you bring your child or your child walks to school, please drop him/her off at the main entrance. Do not drop your child off on Hudson Avenue. **If your child arrives after 8:30 am, you must walk your child into the main office and sign him/her in and allow them to walk to their classrooms independently.** We ask parents not to walk children to the classrooms because we are fostering independence and it may take the teacher's attention away from the students. Preschool AM arrives @ 8:30 – 11:00
Preschool PM arrives @ 12:15-2:45

Dismissal

Dismissal is at 3:00 pm. We encourage all children to ride the bus. Parents who need to pick-up their child must send in a note to school that morning stating who will be picking up the child and be at school no later than 2:55 pm. Please sign your child out in the waiting area; the children will be called down to the gym at 2:50 pm for pick-up dismissal. Students who ride the bus will be dismissed about 3:00 pm and the buses depart at 3:05 pm.

Safety

To assure the safety of all students, **all doors, will be locked during school hours.** To enter the building, use the main entrance on the front right side of the building past the flagpole. Please sign in and out at the school office. It is required that you wear a visitor pass during your visit at school.

We will request **identification** of visitors when you enter the school if you are not already scanned into the office security system. When you send another person to pick up your child, please have them bring identification. Once we know you, we will not require identification.

Transportation

Transportation is provided to and from school for all students. Please help us insure the safety and well-being of your child by adhering to a consistent schedule:

- Requests for different pick-up and drop-off points must be made each year. Requests from last year are no longer valid. You will need to renew your request each year.
- The pick-up should be the same every day. This may be at home, daycare, grandparent's, babysitter's, etc. as long as it is on a normal bus route within the Onondaga Central School District.
- The drop-off location should be the same every day. It may be different from the pick-up location as long as it is on a normal bus route in the Onondaga Central School District.

Bus Passes

K-2nd grade only: When your child needs to be dropped off at a different location in the PM a bus pass must be sent into school in the AM, please write on a full sheet of paper (small pieces of paper get lost on the way to office) I cannot stress enough how important that the bus pass be complete with the name and address of the location your child is to be dropped off. Saying, "send my child to grandma's house or Susie's house" is not enough information. We need an exact address. Please also email a copy to office email to: jwilliams@ocs.cnyric.org (PM Secretary) & lwadsworth@ocs.cnyric.org (AM secretary)

*Preschool students are not afforded bus passes. They must keep the same pick up & drop off location each day.

Last minute phone calls to change a dropped off location are not allowed. The bus passes must come in the morning because there is a process that needs to happen. First, the secretaries in the office must check each pass for the correct information, call parents to clarify if not filled out with enough information, notify their teacher of the change, fax the passes to the bus garage where the routes are changed and then the drivers must be notified of those changes. This all takes time and is very difficult to do at the last minute. Our drivers also drive the earlier dismissals of Wheeler and the high school and so they are already on their routes when our late calls come in. As you can see, phone calls can cause a great deal of confusion.

Code of Conduct

The Onondaga Central School District is committed to providing a safe and orderly learning environment where students may receive quality educational services without disruption and interference. Responsible behavior by students, teachers, parents, visitors and all other personnel is essential to achieving this goal. The Board of Education has adopted a **Code of Conduct** in compliance with the requirements of Project SAVE. Copies of the Code of Conduct are sent home at Open House each school and are available in the main office.

Drug Free Environment

The Board of Education recognized that the misuse of drugs, alcohol, and/or tobacco is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling use and/or possession of alcoholic beverages, tobacco products, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on any school property at any time. The inappropriate use of prescription and over the counter drugs shall be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Behavior Expectations

We believe that children need to live each day in a healthy and positive way. We encourage exercise, healthy eating, safe play and plenty of rest to enhance the development of our children. The following **Golden Rules** are stressed throughout the school:

1. Be kind to yourself and others.
2. Let others work and learn without being disturbed.
3. Do your best.

Reinforcement through praise and privileges is used to encourage appropriate behavior. Disciplinary actions will be taken on an individual basis according to the Code of Conduct and may include:

- Time Out
- Workroom during recess time
- Walk the walk on the playground
- Visit the principal
- Phone calls and notes home
- Conference with parents
- In school suspension
- Out of school suspension

Attendance

Regular attendance in school is very important to your child's educational success. If your child is going to be absent please contact the school nurse at 552-5072 before 8:15 am. If we do not hear from you our school nurse will attempt to call you in order to confirm the absence. New York State Law requires a written excuse from home stating the reason for the absence, which is due the first day back to school.

Tardiness

When a student is late to school, **the parent or guardian must sign the student in at the main office.** Being late to school starts the student off behind in class with lessons and opening information.

Classroom Visitation

Although parents are encouraged to visit the school often, a mutually agreed upon time between the teacher and the parent is necessary. This will avoid disruptions during instructional time. All visitors are required to sign in at the office before a classroom visit and wear a visitor badge. This enables us to know who is in the building at all times. We ask that parents not walk their children up to the classrooms. This is also a cause for disruption in the classroom routine.

Health Services

Mrs. Patty Cormier, our school nurse is available from 7:45 am to 3:15 pm each school day. In addition to attending to medical needs of students, she assists with school physicals, maintains medical records and acts as a liaison between home and school. In order to administer medication Mrs. Cormier must have a prescription from the student's physician and a written statement from the parent. Over the counter drugs cannot be given without a written script from the doctor. Mrs. Cormier's phone number is 552-5072

Immunizations

All public school students must have a record of the necessary immunizations on file in the Health office. The school nurse will notify parents of their students lacking any of the required immunizations.

Medication policy

Students are not allowed to carry prescription or over-the-counter medications while in school or on the bus. This includes cold medications, aspirin etc. In the event that your child needs medication during the school day, please observe the following guideline:

1. Parents must deliver the medication directly to the school nurse.
2. The nurse must have written instructions from the child's physician for the prescription and over-the-counter medication indicating the dosage and frequency to be dispensed.
3. The nurse must also have written permission from the parent to dispense the medication as prescribed by the physician.
4. Prescription medications must be in the original container and should include the student's name, name of the medication, dosage and frequency.

Health and Wellness

In response to the 2001 Surgeon General's call to Action to Prevent and decrease Overweight and Obesity, the Rockwell Community is committed to becoming a school that promotes good health. A healthy school that supports good nutrition and physical activity as part of their total environment, produce healthy students. Healthy students are better able to develop and learn. Healthy students who achieve their educational potential form healthy communities. Healthy communities build a healthier America. *"David Satcher MD PHD chairman of Actions for Healthy kids."* With that in mind, we will be promoting, encouraging and acknowledging healthy habits including daily physical activity, daily healthy eating habits and the importance of a lifelong commitment to healthy lifestyle choices.

Emergency Drills

New York State requires that schools conduct 12 fire drills and three bus safety evacuation drills each year. We must also conduct Lock Down and Lock Out drills. Fire safety instruction mandated by New York State is also provided in school.

Emergency Closings

If for any reason it is necessary to close school, announcements will be made over Syracuse radio and television stations. Announcements are usually broadcasted between 6:00 and 9:00 am. When in doubt please continue to listen to possible closings. The district website is another location to check for closings and delays. In September parents are asked to complete an Early School Closing Form. You may also sign up to receive a text message through our school messenger system, to do this please call Lisa Wadsworth or Tricia Burdick in the main office. In the event that school closes during the school day, your child will be sent to the address listed on the form. Please keep this form updated and notify the school of any changes.

Moving

If you are moving within the district please notify the school of your new address and phone numbers so that we can keep our records current. A new proof of residency will be required.

If you are moving out of the district please notify the office by note or by phone as soon as possible. This will enable us to provide the new school with the necessary information to insure an efficient transfer and proper placement of your child.

Breakfast and Lunch Program

The school offers a balanced breakfast and hot lunch everyday. The cost is posted on the menu that is sent home monthly with the students. A variety of snacks are also available.

Forms to apply for free/reduced breakfast and/or lunch are available in the school office. Students whose family income falls below a federally designated level are eligible. A new form must be filled out annually by September 30th.

Cafeteria Expectations

In order to maintain a pleasant atmosphere in the lunchroom children are expected to:

- Remain seated while eating
- Keep their area clean
- Use their manners
- Return trays to the proper areas
- Throw away all garbage
- Remain seated when buzzer is buzzed
- Talk with an indoor voice

Primary Curriculum

The elementary school program is designed to develop student's confidence as a learner and instill a love of learning. The program helps students develop knowledge, skills and attitudes needed to communicate effectively, understand the world around them and participate fully in a democratic society.

Students will be engaged in integrated or thematic study that requires them to read, write, investigate, converse, design, create, analyze, share and present data and opinions as they pursue solutions and understandings.

Parent-Teacher Conferences

The Parent-Teacher Conference provides an excellent opportunity to become better acquainted with the school and the teacher. The conference is one of the most effective means of evaluating student progress.

Parent conferences will be scheduled on half days in November. In addition parents or teachers may request a conference anytime during the school year.

New Students

When a parent registers a new student they must provide two proofs of residency, a birth certificate, and a current shot record. A packet of student information forms must be completed.

After the child is registered, a screening will be scheduled and then a class assignment will be made.

Report cards

Each marking period lasts approximately 13 weeks. Rockwell has moved to 3 report cards per year. To inform parents of student's progress, parents will receive a report card in November, March and June.

Please take the time to look over this report and discuss it with your child. Any questions about the report card, please contact the teacher for a conference. Please return the report card envelope to the teacher after it has been signed by the parent or guardian.

Student Intervention Team

The Rockwell Student Intervention team (SIT) meets regularly to serve as a resource for the parents and teachers as they try to meet some of the needs of the students in our building. This multidisciplinary team is composed of professionals including special education teachers, classroom and special area teachers, the principal, the nurse, the school psychologist, the social worker, the reading teacher and the speech teacher. Your child may be referred to the Student Intervention team to develop some educational interventions and/or to recommend screening in order to provide for your child's success in school.

Meet the Teacher Night

Every family in our school community is invited to attend our annual "Meet the Teacher Night" in September. This evening is designed to give the students an opportunity to informally share their classroom with their parents and family members. A reminder will be sent home early in September. This night is not for parent/teacher conferences.

Parent-Teacher Organization (PTO)

Our elementary PTO actively provides beneficial programs and services to our children throughout the school year. We encourage your support and participation in this group. Meetings are held each month in the Rockwell Cafeteria or the Wheeler Library.

Character Education Positivity Project

Throughout the school year our character education program "The Positivity Project" teaches children by acknowledging that the 24 character strengths are already a part of who they are as people. It helps them to realize that each and every one of them has these strengths. Realizing that you have the power to affect others in a positive way is meaningful and rewarding. (*see attached insert*)

Lost and Found

Each year many items such as watches, wallets and articles of clothing are turned in to Lost and Found. If your child loses something they should check the Lost and Found Box located outside the main office.

Putting names inside your child's clothing and articles can minimize loss. We strongly suggest the valuable articles, toys and games be left at home.

Friday Morning Program

You are invited to join us each Friday morning at 9:00 am in the school cafeteria for a celebration of learning. Students and staff meet to share birthdays, music, special guests and classroom performances.

Morning Program is designed to create a sense of belonging and pride for students, staff and community and to provide a wide range of enrichment activities. We ask that you sit in the designated chairs in the back of the cafeteria and keep younger siblings with you at all times. Chairs set up along the sides are reserved for the teaching staff.

Special Area Expectations

For **PE classes** all students are required to wear sneakers. No hee-lies are allowed. Girls should wear pants or shorts on PE days to school.

In **Art class** students need to wear a paint smock and we ask that your children do not wear their best clothing on art day.

Students are allowed to take one book a week from the **school library**. If that book is not returned, your child may not take another book out until the book is returned. If the book is lost or damaged, please inform the school librarian.

Dress Code

All students, staff and visitors to Rockwell school should exemplify and reinforce acceptable dress. The following are the district dress code guidelines:

1. Dress, grooming and appearance, including hair style/color, jewelry, make-up and nails shall be safe and appropriate and may not disrupt or interfere with the educational process.
2. Revealing garments such as but limited to, tube tops, net tops, halter tops, plunging necklines (front and back), and transparent or see through garments are not appropriate attire for the school environment.
3. Underwear shall be completely covered at all times with outer clothing.
4. Footwear should be worn at all times. (Footwear that is a safety hazard will not be allowed)
5. Hats shall not be worn in school buildings except for a medical or religious purpose.
6. Items of apparel that are vulgar, obscene, libelous, or denigrate others on the basis of race, color, religion, ancestry, national origin, sex, sexual orientation, or disability are prohibited.
7. No item of apparel may promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage illegal or violent activities.

Parent/Guardian Sign-off Sheet

I have read the Rockwell School Handbook and spent time reviewing the handbook with my child/ren. I understand the expectation set forth and agree to assist the school in carrying out the expectations of this handbook.

Parent Name _____

Parent Signature _____

Date _____

Student's Name/s _____

Please tear out this page and return to your child's teacher.

Faculty and Staff E-mail Address

Last Name	First	Title	Email:
Abbott	Kristen	Teacher Assistant	kabbott@ocs.cnyric.org
Aikins	Logan	Physical Ed Teacher	lakins@ocs.cnyric.org
Annable	Doug	Kindergarten Teacher	dannable@ocs.cnyric.org
Beresovoy	Robyn	Kindergarten Teacher	rberesovoy@ocs.cnyric.org
Blackmer	Christine	Second Gr. Teacher	kblackmer@ocs.cnyric.org
Bower	Gail	Special Education	gbower@ocs.cnyric.org
Burriesci	Ariana	Second Gr. Teacher	aburriesci@ocs.cnyric.org
Capener	Kathy	COTA	kcapener@ocs.cnyric.org
Catalina	Anne	Kindergarten Teacher	acatalina@ocs.cnyric.org
Cormier	Patty	Nurse	pcormier@ocs.cnyric.org
Crews	Lillian	Teacher Assistant	lcrews@ocs.cnyric.org
Dalley	Nancy	Reading Specialist	ndalley@ocs.cnyric.org
DeCilles	Trina	Reading	tdecilles@ocs.cnyric.org
Delaney	Jenna	Aide	jdelaney@ocs.cnyric.org
Dugan	Eileen	Speech Teacher	edugan@ocs.cnyric.org
Elias	Jacky	Special Education Director	jelias@ocs.cnyric.org
Erwin	Anne	UPK Teacher	aerwin@ocs.cnyric.org
Featherstone	Mary Beth	Second Grade Teacher	mbfeatherstone@ocs.cnyric.org
Fenner	Mark	Custodian	mfenner@ocs.cnyric.org
Fosdick	Gwen	Music Teacher	Gfosdick@ocs.cnyric.org
Freund	Frieda	Teacher Aide	ffreund@ocs.cnyric.org
Gdula	Kim	Social Work	kgdula@ocs.cnyric.org
Greczyn	Mike	Aide	mgreczyn@ocs.cnyric.org
Gwilt	Karen	School Psychologist	kgwilt@ocs.cnyric.org
Hart	Margie	Principal	mhart@ocs.cnyric.org
Hass	Jessica	Aide	jhass@ocs.cnyric.org
Hess	Robin	Librarian	rhess@ocs.cnyric.org
Lapine	Denise	First Grade Teacher	dlapine@ocs.cnyric.org
Lebrun	Chris	Custodian	clebrun@ocs.cnyric.org
Madden	Sue	Special Education	smadden@ocs.cnyric.org
McPartland	Kim	First Grade Teacher	kmcpartland@ocs.cnyric.org
Manfredi	Natalie	Secretary/Spec. Ed	nmanfredi@ocs.cnyric.org
Maule	Sara	Occupational Therapist	smaule@ocs.cnyric.org
Moen	Christine	Second gr. Teacher	cmoen@ocs.cnyric.org
Nakoski	Leah	Teacher Assistant	lnakoski@ocs.cnyric.org
Nunneker	Millie	Teacher Assistant	munneker@ocs.cnyric.org
Palmer	Dorothy	Custodian	dpalmer@ocs.cnyric.org
Prince	Jennifer	First Gr. Teacher	jprince@ocs.cnyric.org

Last Name	First	Title	Email:
Prosak	Maggie	First Grade Teacher	mprosak@ocs.cnyric.org
Reistrom	Jamie	ENL	jreistrom@ocs.cnyric.org
Rinaldi	Matt	Food Service	
Rohe	Patricia	Teacher Assistant	prohe@ocs.cnyric.org
Romano	Wendy	Food Service Manager	wromano@ocs.cnyric.org
Ryan	Melissa	Art Teacher	mryan@ocs.cnyric.org
Shaver	Coleen	Physical Therapist	cshaver@ocs.cnyric.org
Sorensen	Ellen	Preschool teacher	esorensen@ocs.cnyric.org
Steele	Kate	Teacher Assistant	kstelle@ocs.cnyric.org
Szymaniak	Aileen	Speech	aszzymaniak@ocs.cnyric.org
Talucci	Diane	Teacher Assistant	dtalucci@ocs.cnyric.org
White	Jen	Preschool Special Education	jwhite@ocs.cnyric.org
Wadsworth	Lisa	Secretary	lwadsworth@ocs.cnyric.org
Williams	Jennifer	Secretary	jwilliams@ocs.cnyric.org