# Canal View Elementary School

***1 Ranger Road***

***Spencerport, New York 14559***

***(585) 349-5700***



***“Building Futures Together”***

***Student/Parent Handbook***

***2018 - 2019***

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## Spencerport Central School District

##### Our Strategic Plan

The School District, in conjunction with all the stakeholders has developed a “Master Plan for Shared Decision Making and Strategic Planning.” This comprehensive document outlines the mission and vision of our District as we prepare students to compete in a global economy. Canal View Elementary School is committed to this plan and will work with students, parents, faculty, and staff members to continually strive toward actualizing our strategic plan.

**Mission Statement**

### Our mission is to educate and inspire each student to love learning, pursue excellence and use knowledge, skills and attitudes to contribute respectfully and confidently to an ever-changing global community.

**Core Values**

We believe that:

 • everyone has inherent worth;

 • everyone can learn;

 • lifelong learning sustains and enriches the individual, community and society;

 • each individual wants to succeed;

 • respecting diversity affirms individual worth and benefits the community;

 • a sense of belonging is essential to personal well-being;

 • when people work together toward a common goal, all things are possible.

**Strategic Objectives**

• Each student will participate continuously, respectfully and willingly in improving

community well-being.

 • Each student will demonstrate love of learning through the passionate pursuit of

 personal interests.

• Each student will possess the knowledge, skills and attitudes that meet or exceed

 expectations as outlined in Spencerport’s curriculum and New York State’s Standards.

***Visit us on-line at*** [***www.spencerportschools.org***](http://www.spencerportschools.org)

**BOARD OF EDUCATION MEMBERS:**

Mr. Gary Bracken, President

Mr. Greg Kincaid, Vice President

Mr. David Gibbardo

Mr. Kevin Hutton

Mr. Michael Miceli

Ms. Kate Czarnecki

Ms. Jody Gillette

**Principal’s Message**

 

 **Welcome to Canal View!**

As principal of Canal View, it is my pleasure to welcome you back for another exciting and challenging school year. A special welcome goes out to the newest members of our school family, the Kindergarten class of 2018/2019, the graduating class of June, 2031.

I hope that this new school year brings each one of your children the opportunity to make new friends, to expand their interests and talents and further develop the academic skills that will make them successful today and in the future.

I look forward to working with all of our school families as we walk together in partnership down the path that is your child’s elementary education.

On behalf of the Canal View educational team, I wish you and your family a school year full of excitement about learning, academic growth and a wide range of accomplishments.

Please feel free to contact me or your child’s teacher if you have questions concerning the information found in this handbook.

Yours in partnership,

Carol D. Robinson

Principal

**About the Student/Parent Handbook**:

This handbook summarizes numerous school and/or District procedures, policies, expectations and opportunities. We encourage you to share this information with your child so it may serve as a foundation for the development of healthy, interdependent relationships. We invite your family to work in partnership with us at school as we strive to challenge, teach and engage your child in his/her elementary education. We thank you for your participation and support of your child’s education.

**TITLE IX**

The Spencerport Central School District advises students, parents, employees and the general public that it offers employment and educational opportunities without regard to sex, race, color, national origin or handicap. Inquiries regarding this non-discrimination policy may be directed to:

Title IX or Section 504 Coordinator or Human Resources Department at Spencerport Central School District, 71 Lyell Avenue, Spencerport, New York 14559

Visit our web site at [www.spencerportschools.org](http://www.spencerportschools.org)

**Canal View School Information**

**Office Team**

 Mrs. Carol Robinson, Principal 349-5702 crobinson@spencerportschools.org

 Ms. Lisa McCarthy, Assistant Principal 349-57 lmccarthy@spencerportschools.org

 Ms. Darlene Taft, Administrative Assistant 349-5701 dtaft@spencerportschools.org

 Mrs. Jeanie Conrad, Office Secretary 349-5709 jconrad@spencerportschools.org

 Mrs. Stephanie Bothelo, School Nurse 349-57 sbothelo@spencerportschools.org

 Ms. Megan Hunt, School LPN 349-57 mhunt@spencerportschools.org

 Mrs. Robyn Loveland, Counselor 349-5740 rloveland@spencerportschools.org

 Mrs. Chrisite Balys, School Psychologist 349- 57 cbalys@spencerportschools.org

**School Hours**

**Full Day Hours Half Day Hours**

8:45am -- Buses Arrive 8:45am -- Buses Arrive

 9:00am -- Opening Exercises 9:00am -- Opening Exercises

 3:25pm -- Dismissal Process Begins 11:40am -- Dismissal Process Begins

 3:45pm -- Buses Depart Noon -- Buses Depart

If you are planning to drop your child off in the morning, please remember that drop-off time begins at 8:45 a.m. You are more than welcome to walk your child/children into school but your child is to independently walk to their classroom. If your child needs help to get to their classroom, school staff will gladly provide that assistance.

Parents who are dropping off their child for school should utilize the parent drop-off loop between Canal View and Bernabi. The door is open from 8:45 a.m. – 9:00 a.m. Parents may also park in the school lot and walk their child into school. The students are expected to walk themselves to their classroom. If the student needs help, school staff will provide that help.

If you need to pick up your child from school, please send a note informing us of your plans. Please park in the school lot, enter the building and go to the office to sign out your child if you need them before regular dismissal time. Your child will be called to the office and released to you. At regular dismissal time, please go to the cafeteria to sign your child out and walk them out of the building. Please be prepared to show identification when you are picking up your children. At no time will a child be allowed to exit the building on their own. Also please note that parking is not allowed in the bus loop at any time.

**Attendance**

**Education Law:** The compulsory education law in New York State requires that each child over the age of 6 and under the age of 16, is to be in attendance the full time that school is in session. Absences from school for valid reasons with the knowledge and consent of parents and school are described by New York State as legal absences.

* Excused/Legal absences include sickness or other medical reasons, death in the family, religious observance, required court attendance, impassable roads, remedial health treatment and quarantine.
* Unexcused absences include vacations, babysitting, hunting, shopping, visiting relatives or friends and other such absences.

Parents are asked to notify the Health Office at (585) 349-5751 by 9:10 a.m. if your child will be absent. If parents have not notified the school by then, the nurse will call parents of all students listed as absent to obtain a reason for the absence.

**Student Attendance**

Each teacher is responsible for taking attendance. Students should be in rooms by 9:00a.m. for announcements. Attendance should not take place until after announcements or approximately 9:10 a.m.

Upon returning from an absence, students are required to bring in a written excuse explaining the reason for their absence to their classroom teacher. This note is then sent to the office to be filed with the child’s attendance sheet. If a child does not bring in an excuse for an absence after two weeks’ time, the absence is considered unexcused. Severe attendance problems will be referred to the schools attendance committee.

When a child arrives late he/she will be issued a pass to present to the teacher as they enter class.

###### Tardiness

* All children are expected to be in school by 9:00 a.m. each day.
* ***Students who arrive after 9:00 a.m. are considered tardy and must be signed in by a parent or guardian.***Parents should also bring a written excuse stating the reason for their tardiness. The student will then be issued a pass that he/she will give to his/her classroom teacher.
* When bringing your child(ren) to school after 9:00 a.m., please park in the parking lot and bring your child(ren) into the school office.
* Parents are asked not to walk their child to the classroom. If a student needs help, someone in the office will take your child to class. This request is made not only for safety reasons, but also to help limit interruptions in instruction.

###### Visitors

* All visitors / parents are required to sign-in at the Greeter’s Desk anytime you are visiting our school. We are very conscious of security and need your assistance in our efforts to keep all of our children safe. When you sign-in you will be given a visitor tag that we ask you to wear while you are in the school. You may also be asked show identification when you enter our school.
* After school begins, all school doors will be locked. You will need to be buzzed in through the doors at our front entrance.



**Emergency Closing**

In the event of an early dismissal because of an emergency such as weather, power outage, etc., parents will be contacted by the ***District’s automated phone system.*** Please listen to the following stations for emergency closing information.

 Channel 8 WHAM 1180 AM

 Channel 9 WBBF 93.3 FM

 Channel 10 WVOR 100.5 FM

 Channel 13 WPXY 97.9 FM

 Channel 31 WKLX 98 FM

* Our school web site at [www.spencerportschools.org](http://www.spencerportschools.org)
* It is imperative that you complete and return to school the Emergency Closing Form.

###### Change of Address/Phone Numbers

* If you change your address, home, work or cell phone number, please notify our school office and/or your child’s teacher immediately.

**Communication**

Communication between home and school is extremely important. If you have a special concern or question, please contact your child’s teacher immediately. All staff members can be contacted by e-mail or calling the office and leaving a message that will be delivered to the teacher.

E-News and the Cornerstone will provide school updates. To subscribe to E-News, log on to the District website and click on “Subscribe to E-News” in the yellow bar at the top of the page. Please enter your information and identify all messages that you would like to receive.

Report cards will be sent home three times per year as a critical part of our communication plan. Parent conferences are also an important part of our communication plan. Canal View’s conferences will scheduled in January but know that you or your child’s teacher may request a conference at any time.

###### Homework Policy

Homework is not mandated at the elementary level. Should homework be given it will not exceed more than ten minutes times the student’s grade level. Homework will never cause a student to fail a class.

**Long Term Homework Requests**

Teachers are often asked to prepare work for students who will be missing several days or weeks of school while a family is on vacation. This is very difficult to do since many factors may impact what is taught while your child is out of school. Therefore, rather than providing specific assignments to be completed, ***we ask that your child read and write for a specific period of time each day.***Based upon the age of your child, we recommend reading (or being read to for our very young children) for approximately thirty to sixty minutes per day. Children are also asked to keep a journal in which they write about what they saw and/or learned each day they were out of school. The teacher will work with your child to establish a timeline to complete any ***critical***assignments including tests that were missed during his/her absence.

**DISTRICT DIGITAL CONVERSION INITIATIVE**

The District’s Digital Conversion Initiative began during the 1718 school year and will continue for this school year. Through this initiative each student in Grades 2 – 5 will be assigned their own personal laptop. In Kindergarten and Grade 1, each classroom will have one laptop for every two students; additionally these grade levels will have laptops in a cart to be shared by each classroom. Working collaboratively, these teachers would schedule a time to use these additional laptops to complete a learning experience for their entire class. All of these valuable technological tools will be used to meaningfully enhance each child’s education.

It is our expectation that each of our teachers will present a balanced instructional program for all of our students. The goal is to create a learning environment that is rich, relevant and rigorous through the blending of traditional and digital learning experiences. With this opportunity our students will explore, enhance, and connect their learning inside and outside the classroom.

Our school district believes strongly in promoting the acceptable and appropriate use of technology where students contribute respectfully and confidently to an ever-changing global community. Students will learn how to be responsible digital citizens while benefiting from technology to seek, create and share ideas. A healthy balance will be maintained between the use of technology and hands on learning.

Along with teaching our students how to use technology to learn, we will be teaching our students to responsibly use their technology by teaching and following the following guidelines in all of our classrooms.

Student Guidelines:

1. Students will use technology for educational use.
2. Students will respect and care for their own device.
3. Students will not eat or drink when around the computer.
4. Students will carry the device with two hands.
5. Students will not change computer settings without teacher approval.
6. Students will only use the device assigned to them.
7. Students will use district approved sites and programs.
8. Students will not share personal information online.
9. Students will comment respectfully to others’ work.
10. Students will be proud of the work they publish.



**PBIS and Discipline**

At Canal View Elementary School, we believe that it is our responsibility to create and maintain a safe, orderly and nurturing environment where all students feel accepted, comfortable and therefore are ready to learn. Our District has adopted and continues to implement the PBIS (Positive Behavior Interventions and Supports) program to help us achieve that goal. Within the PBIS Program, we explicitly teach students the behaviors that we expect within our Canal View School community. Another very important facet of this program is recognizing students when they meet our behavioral expectations.

Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur and applying consequences. That being said, when students do make poor behavior choices, the Canal View team uses the discipline process as a teachable moment. We consistently try to teach students better choices, help them to understand that they are responsible for their choices and that their choices always have consequences. Another important part of the discipline process is to have the student first understand the impact that their choice had on others and what they can do to make up for the hurt that their actions may have caused another member of our school family.

**CODE OF CONDUCT**

Students learn best in an environment that is safe and orderly, without disruption or interference. Spencerport Central School District’s Code of Conduct promotes this ideal learning environment, which is based on the principles of civility, mutual respect, dignity, citizenship, character, tolerance, honesty and integrity. To achieve the goal of promoting responsible behavior, all members of the community are expected to learn and exhibit the following characteristics:

Responsible Behavior

1. Contributing to a safe and orderly environment
2. Contributing to a productive learning environment

Mutual Respect

1. Respecting themselves and others
2. Respecting differences in others

Personal Dignity

1. Maintaining a healthy life-style
2. Putting forth best effort in whatever one attempts

Personal Excellence

1. Communicating needs that relate to learning
2. Valuing lifelong learning

###### Dignity for All Students Act (DASA)

The Spencerport Central School District is committed to the health, safety and wellness of all students.

On July 1, 2012, New York State’s Dignity Act went into effect. This act seeks to provide the state’s public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function

Goals:

* Prohibits harassment and/or discrimination by employees or students on school property or at school functions.
* Foster civility in public schools and prevent conduct inconsistent with the school’s educational mission.

Prohibits the following behaviors based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex:

* Harassment
* Discrimination
* Bullying
* Taunting
* Intimidation

At the beginning of each school year, students in each grade will receive information about the district’s Code of Conduct and how it applies at the elementary school level.

The Canal View Dignity Act Coordinator (DAC), along with the building principal, is responsible for investigating reports of harassment, discrimination, bullying, taunting or intimidation. The Canal View DAC is: Mrs. Robyn Loveland (585) 349-5740 rloveland@spencerportschools.org

###### School-Wide Enrichment

Enrichment opportunities are provided at the elementary level to inspire and challenge all students. Students’ interests, knowledge and creative ideas are expanded through participation in a broad range of curriculum-based learning experiences both in the classroom and as school-wide activities.

In the classroom, enrichment for all students is provided through differentiated instruction. Teachers increasingly use differentiation in their classrooms by adjusting content, activities, and products to challenge all learners. Our model of differentiation rests upon our belief in active, student-centered teaching and learning.

In differentiated instruction, teachers identify their students’ readiness, interests and learning style in order to plan appropriate learning experiences. This creates an active learning environment where students are engaged as they learn the curriculum and meet and exceed NYS learning standards. There are many strategies to differentiate including: guided reading groups, literature circles, interest groups, learning centers, tiered activities, tiered products and others.

In addition to differentiated classroom activities, our enrichment programs are designed to expose and interest students in a variety of topics. Examples of such enrichment programs include the Challenger Center field trip, Junior Achievement, and a wide variety of field trips. We also provide student experiences through our Enrichment Clusters Program. Through these enrichment activities, students are exposed to a wide variety of topics, careers, hobbies, which align with and enrich the classroom curriculum. Students’ interests and motivation may lead to further enrichment opportunities to choose a project in an area of study, as an individual or small group.

Our school also has an enrichment/technology specialist, who helps fellow teachers differentiate and integrate enrichment activities and technology in their lessons. The enrichment specialist chairs the School-wide Enrichment committee and assists the principal and school enrichment team in planning, implementing, and evaluating the schools enrichment activities and technology needs.

**Response to Intervention Services**

Spencerport Central School District believes in providing the highest quality of education for every student. To meet this goal, we have adopted this three-tiered, general education approach to instruction. Implementation of RtI was mandated by July 1, 2012 and replaces Academic Intervention Services (AIS) at the elementary level.

Students needing supplemental instruction/intervention will be monitored frequently to ensure students meet grade level expectations. Students will continue to participate in the core curriculum even if they need the support of tier two or tier three interventions.

* In tier one; the teachers will use different strategies within the core curriculum to address student needs.
* Students who are not progressing at a rate that allows them to meet end of year benchmarks in tier one will be provided interventions matched to their needs. These tier two interventions take place in a small group for approximately 20 to 30 minutes, 3 to 5 days per week. Interventions occur for a minimum of six weeks, but may continue as needed to help students succeed in the core program. The Response to Intervention team may make adjustments in the intervention plan based on the student’s progress. Depending on student need and progress, the team may change the intervention or increase the frequency, time, or intensity of the intervention. Additional notification to parents is required.
* This more intense level is considered tier three. Students provided with tier three interventions are placed in smaller groups than in tier two. Monitoring of student progress continues on a bi-weekly basis. Interventions will be provided by a trained intervention specialist. Additional notification to parents is required.

Spencerport Central Schools recognizes that all students learn differently. We are committed to helping all students succeed. Therefore, we ask for your support in implementing this three-tiered approach to meet the academic and behavior needs of your child along with all of the students in our school. As a parent/guardian, you have the right to request an evaluation for special education at any time.

We look forward to sharing additional information as we progress through the school year. For additional information on RtI, please visit the New York State Parent Information link at:

http://www.nysrti.org/page/for-parents/ for more information about RtI.

**Weather & Recess**

Many schools request temperature/weather

|  |  |
| --- | --- |
| **Temperature/Wind Chill** |  **Guidelines** |
| Below 10 degrees\* | Indoor Recess |
| Below 15 degrees | Shortened Recess |
| Below 32 degrees | Gloves and Hats to go outside |
| Below 50 degrees | Coat and long pants |
| Below 60 degrees | Jacket or long sleeves |

guidelines to help determine whether recess

is held indoors or outdoors. This helps to

communicate with the parents and have a

consistent understanding in our school.

After reviewing the information from the

District Physician on this we have set

some minimum temperature/conditions

for Canal View.

Minimum temperature/conditions for Canal View will be given on the morning announcements. When temperatures are below 10 degrees Fahrenheit (normal temperature or wind chill) then recess will be indoors. Other conditions may include high wind warnings, pending storms, etc. Recess time is at the discretion of the classroom teacher.

**Playground Policy**

Appropriate footwear is required to play on the playground. ***No sandals, flip flops, or high heels are permitted for safety reasons. Close-toed shoes only may be worn.*** Students are also expected to use equipment appropriately. No unsafe behavior will be allowed. Students are expected to be safe and help others to be safe by:

* Walking while you are in play equipment area;
* Running only in open areas;
* Refrain from climbing trees or on top of any piece of equipment;
* Leaving objects (stones, wood chips, sticks, etc.) on the ground;
* Refrain from climbing backwards on equipment or hang upside down on equipment (including swings/slide);
* Refrain from jumping off the swing while in motion;
* Using the equipment as intended. (Ex. Don’t go up the slide)

**Skateboards/Rollerblades/Roller Sneakers**

Students are not permitted to bring skateboards, rollerblades, or roller sneakers to school unless a special function of program requires this and permission is arranged with the homeroom teacher.

**Breakfast, Lunch, Treats and Snacks**

**School Breakfast and Lunch**

A balanced breakfast and hot lunch are available daily. Students who bring their lunch may purchase milk or bring their own beverage. Students may purchase snacks with a permission note from their parents. Lunch menus will be sent home with the children on a monthly basis. You may place money on your child’s account or pay on a daily basis. Lunches are charged on an emergency basis only; we encourage the family to pay off the charge the following day. Please note the forms for Free/Reduced application are available in the office.

**Birthday Treats and Special Events**

As part of our Health and Wellness Program, we are asking that families send in non-food items to celebrate your child’s birthday or participate in any special classroom events.

If you plan to send food to school for a special event, please contact the teacher 48 hours in advance. Please note that all food items must be checked by the school nurse prior to being served. Foods prepared in the home may not be accepted due to food allergies and health reasons.

**Snacks**

With the length of the school day and our lunch schedule, children often need a small snack during the course of their day. Each teacher establishes the time of the snack based upon their schedule. Students must provide their own snack and are not allowed to share snack with their classmates due to allergies and health concerns. We encourage healthy snacks such as fruit, vegetables or granola bars.

##### Field Trips

Parents are encouraged to volunteer their time to chaperone field trips. The parent would be responsible for supervising an assigned small group of students. Please note that no other children will be allowed to attend the field trip. Your attendance at a brief volunteer training is required before you will be able to accompany a class for a field trip.

**Electronic Devices**

***Students are not to bring electronic devices, such as Ipods, MP3 players, cell phones, handheld video games, or other electronic devices into school.*** Should they be brought into school, the school will not accept responsibility for the damage or loss of these objects.

**Telephone Use Policy**

Students are not permitted to use classroom telephones for any reason. Should your child have an emergency situation which requires a telephone call home, he/she will be sent to the office and be allowed to call you. ***Please note that students are not permitted to have a cell phone in school and therefore they may not use their cell phone while in school.***

**Physical Education**

Students in grades 4 and 5 change for their physical education classes. Sneakers, shorts and shirts or sweats are needed for these classes. Locker are assigned to students in the locker room.

The physical education program provides students with a wide range of movement activities, games, rhythms, aquatics, individual and team sports.

**Physical Education – Board of Education Jewelry Policy**

Due to health and safety concerns, jewelry is not to be worn during physical education classes and intramurals. Jewelry is defined as any type of object not considered part of physical education activity clothing (i.e. earrings, posts, rings, bracelets, necklaces, watches, belt buckles, any skin piercing items, etc.) Exceptions to this would be medical and/or religious jewelry which needs to be taped to the body and worn under the student’s clothing.

To help implement this policy, teachers, students, the school nurse and the families need to work together to ensure the safety of all of our children. Helpful suggestions include the following:

* If at all possible, students should keep their jewelry at home on physical education days.
* If the student must wear jewelry to school, please wear as little as possible.
* All jewelry must be removed in their homeroom prior to the physical education class. The student is expected to remove the jewelry on their own; teachers, staff and the school nurse are not allowed to assist the student remove or put on their earrings.
* Piercing is elective surgery. We strongly recommend students get this done during the summer to avoid having to miss physical education classes.
* If a student has a piece of jewelry surgically piercing the skin they must have a signed note from a medical doctor, parent, or a receipt from a “piercing vendor” to be excused from physical education for a maximum of up to three weeks to allow time for adequate healing. Any request for exemption from physical education for longer than three weeks secondary to a piercing requires a medical excuse from a medical doctor. If a student claims that they have recently received a piercing (i.e. pierced ear), desires an excuse from physical education, and does not have required documentation, the student will be sent to the school nurse for verification from parent or medical doctor.

**Health**

**School Health Office Staff**

Mrs. Stephanie Bothelo is our school nurse (RN) and Ms. Megan Hunt is our LPN. They work together as a team to take care of the Canal View learning community.

Every school has a school nurse registered professional nurse (RN). The nurse coordinates health care in the school setting, answers routine medical questions for parents, staff, and children, gives immediate first aid and provides medical care according to the medical regimen prescribed by the private health provider, performs and coordinates mandated NYS screenings, and advises parents on immunization and mandated physical examination requirements.

**Emergency Care Plans**

Any child with a severe or life threatening medical condition that may require adult intervention and oversight during the school day, such as but not limited to diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or insect allergy, will have an Emergency Care Plan created by the school nurse in cooperation with the parent and their private health care provider. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for your child to keep your child as safe as possible until medical assistance arrives. If you believe your child needs an emergency care plan, please be sure to bring the school nurse medical documentation from your physician as soon as possible before the start of school, so she can work with you to develop a safe plan for your child. Please be advised that you are encouraged to attend field trips with your child who has a special medical need for medication or management when the RN or an LPN may not be available. Please provide adequate supplies of all life-saving medication and testing materials to the school nurse.

**Medications**

The Board of Education supports a safe medication delivery system for any child in need of medicines during the school day. Accordingly, all prescription and non-prescription medicines require physician and parent written permission and delivery of the medication by the parent in the original container to the school nurse who will store and oversee the administration of a medicine to a child. A photograph of the child is affixed to all prescription medicine bottles for added precautions. The Board also encourages that whenever possible parents discuss with their health care provider alternatives to having medicines administered during the school day when doing so may interfere with instructional time. The school nurse will count controlled substances when you drop them off and will monitor them on a decreasing count. The nurse will notify you of any discrepancies.

The Board of Education requests that all parents work with their children of all ages to ensure they are educated to know the name and appearance of their medicine, the amount they are to get, at what times, and the reason they are taking the medicine. The Board also asks parents to make sure their children realize that if they are asked to take a medicine that is not familiar to them or at a dose that is incorrect, that it is important to tell the adult “NO”, to explain to the adult there appears to be a mistake, and to say they need to call their parent to clarify their concern before they accept an unfamiliar medicine from anyone.

Responsible children, with prior approval by the principal, school nurse, and district physician, sometimes may carry and self-administer life-saving medicines upon written parental request and with private provider approval that the child is responsible to do so. All self-carried, life-saving medicines must have a duplicate supply stored in the health office in the event the child’s supply is misplaced, lost, or not readily available in an emergency. Children may not carry or self-administer controlled substances or substances abused for recreational purposes.

In the event of a field trip and the need to administer medication, the district encourages you or your designate to attend the trip with your child so you may safely administer the medication to your child. A staff member who is a friend of your family may serve as your designate in your absence. Non-self-directed students require a nurse or a parent designate present on field trips if medication is required. Please contact the school nurse if you have questions.

**Child Health Plus Insurance**

Child Health Plus is New York State’s medical insurance program serving uninsured children under age 19 in families whose household income exceeds Medicaid income eligibility. The insurance is provided free or at a low cost. Coverage includes well-child check-ups, immunizations, prescriptions, doctor’s visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. The application is a simple one page form requiring proof of the child’s age, household income, and residency. Another program called Valu-Med provides a basic insurance policy for people aged 19-65. For information or assistance contact your school nurse or call [in the Rochester area (585) 546-3559]. Every child deserves a private physician known as a medical home.

**Confidentiality**

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the parent will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that certain confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting or on the bus, and/or how to recognize and potentially manage significant medical concerns until medical help arrives. This disclosure may be in written form, such as documentation in an Emergency Care Plan (ECP), or verbal training on implementing the ECP, or both. If you have any questions about the re-disclosure of information on your child to supervisory staff responsible for their safety, please contact your school nurse.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) limits access to certain student documents. FERPA also defines what is called “directory information,” which is not considered confidential information and can be released without parent permission. Student directory information includes the following:

* Name, address, & telephone listing
* Date and place of birth
* Major field of study
* Participation in officially recognized activities and sports
* Height and weight of members of athletic teams
* Dates of attendance
* Awards received
* Identity of most recent previous school attended
* Photographs and videotaped images for use, for example, in news releases, district or news media videos, newsletters, on the district website, and school-related activities. Please contact our Student Services Office at (585) 349-5151 if you would like to restrict this information from being shared. This is primarily to allow for school publications, newsletters, etc.

**Homeroom Contact List**

Very often we are asked to provide home phone numbers or addresses for students for the purpose of contacting one another for birthday celebrations, homework support or other social gatherings outside of school. ***This information is considered “Directory Information” under the FERPA laws and can only be released with the permission of the parent/guardian of the students.*** A survey will be distributed at the beginning of the school year to see if you would like your child’s name included on the homeroom contact list. A list will be distributed to the parents who have agreed to have their child included

**Dress Code**

***The responsibility for the dress and appearance of individuals shall rest with the individual. They have the right to determine how they dress, provided that such attire complies with requirements for health and safety, does not interfere with the educational process, or impose on the rights of others and is not destructive to school property.***

An individual’s dress, grooming and appearance shall:

* Be safe, appropriate and not disrupt or interfere with the educational process (e.g., a hood may not be covering the head).
* Recognize that extremely brief garments that reveal or expose skin between upper

chest and mid-thigh or expose undergarments are not appropriate.

* Include footwear at all times.
* Not include items that are vulgar, obscene, and/or **offensive** to others because of

race, color, religion, creed, national origin, gender, sexual orientation or disability.

* Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
* Not include open toed shoes or flip-flops on playgrounds
* Not include jewelry in physical education classes or in athletic programs.

Each school principal or his or her designee shall be responsible for informing all students and their parents of the dress code at the beginning of the school year and any revisions to the dress code made during the school year. Those who violate the dress code shall be required to modify their appearance by covering or removing the prohibited item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.

**Hats**

Students are not permitted to wear hats or clothing/garments that cover their head while in school. The exceptions to this are special School Spirit Days ex., Hat Day, certain outdoor gym classes, and special events.

###### School Bus Transportation

* Transportation will be provided for all Canal View students.
* All students are assigned an AM and PM bus and stop and, if needed, a shuttle bus.
* Once the route has been established by the Director of Transportation, bus drivers are to transport those students who are assigned to their bus.
* Students are only allowed to get on or off at their assigned bus stop.
* School Bus Transportation Policy is very clear concerning students requesting to ride a different bus. The only time this can be done is for child care. If there is an emergency that requires your child to get off at a different location, parents are required to send in a note requesting this change. Please include the address where your child be going for that day. The school office will issue your child a bus pass for this emergency change.
* If you are making a long-term request, a form must be submitted to the Transportation Department.
* We cannot accept phone calls requesting changes in transportation. This is for the safety of all concerned.

Riding the school bus is a privilege, not a right, and proper behavior will guarantee this

privilege.

* Transported students are under the authority of and directly responsible to the driver of the bus. His/her requests must be obeyed.
* Misbehavior may result in suspension of bus privileges.
* Please note that if transportation of a student is suspended for disciplinary reasons, it is the responsibility of the parent/guardian to transport the child to and from school.
* The following rules ***must*** be obeyed by all bus passengers:
	+ Wait 15 feet from the road edge until the bus stops.
	+ Board the bus properly, stay in line, no pushing and sit down quickly and properly.
	+ Stay seated with feet out of the aisle at all times.
	+ Be courteous and obey the directions of the bus driver.
	+ Obey all safety rules.
	+ Respect the rights and property of others.
	+ No smoking, eating, drinking, drugs, or weapons.
	+ No glass containers, pets, radios, skateboards, or scooters.
* Students receive bus schedules from the Transportation Department in late August.
* Children should be at their designated stop five-minutes before their bus arrives. The bus stop time indicated on the schedule is an estimate. Routes may change throughout the year.

###### Musical Instruments

Musical instruments may be transported on the school bus if they can be held on the student’s lap. The following instruments may **NOT** be transported: Baritone Sax, Snare Drums, Tuba, Guitar, Viola, Cello, and Bass.

###### Day Care and Child Care Programs

The district will transport students to day care facilities solely on the basis of five (5) days per week at the same location for the duration of the school year, providing there is space available on the bus.

An approved “Child Care Transportation Request” form must be completed for each child each year by July 1. Forms can be obtained by calling your school of attendance.

There are a number of before and after school child care programs. These are privately run on and off campus for your convenience. Please contact the Main Office for further information.

**Canal View Parent Association (CVA)**

Our school has a very active parent group. You will be notified of upcoming events and monthly meetings through the e-news system and flyers sent directly home. Meetings are generally scheduled on a Tuesday or Wednesday of the third week of each month at 6:30 p.m. Parents are encouraged to actively participate in the CVA and attend monthly meetings. Minutes of the meetings are available on the school website.

**CVA Officers**

Co-Presidents: Andy Holley emailforamdyh@yahoo.com

 Brittany McTammany b.mctammany@yahoo.com

 Jessica Wiedenhofer jmaher43@mail.naz.edu

Treasurer: Denise Baretta daisy99196@hotmail.com

Secretary Jennifer Silsbee jennifersilsbee@yahoo.com

**Canal View Team**

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| **Position** | **Name** |
| Principal | Mrs. Carol Robinson |
| Assistant Principal | Ms. Lisa McCarthy |
| Administrative Assistant | Ms. Darlene Taft |
| School Secretary | Mrs. Jeanie Conrad |
| School Counselor | Mrs. Robyn Loveland |
| School Psychologist | Mrs. Christie Balys |
| School Nurse | Mrs. Stephanie Bothelo |
| School LPN | Ms. Megan Hunt |
| Kindergarten Teachers | Mrs. Alissa Dwyer\*Mrs. Julie SullivanMs. Shelly RemillardMs. Kelly Muszak |
| First Grade Teachers | Mrs. Lori Faas\*Mrs. Marilyn MangMrs. Megan MasseyMrs. Jamie Dettman |
| Second Grade Teachers | Mrs. Kristan Marsh\*Mrs. Colleen WiggsMrs. Heather ShawMrs. Becky Lopez |
| Third Grade Teachers | Ms. Laura Gannon\*Mrs. Kathy StraubMrs. Christine CummingsMrs. Christine Demitrovics |
| Grade Four Teachers | Mrs. Ellen Judd\*Mrs. Erin FredereksenMs. Beth WelchMs. Marissa Tedesco |
| Grade Five Teachers | Mrs. Sue Chatterton\*Mrs. Megan MilamMrs. Elissa KingsburyMr. Christopher Rice  |

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| **Position** | **Name**  |
| Special Education/Consultant Teachers | Mr. Michael WarnerMrs. Julie GabrielMrs. Nicole Hamelin |
| Special Education/Self-Contained Classes | Ms. Sherry Brandy/Primary ClassMr. Brandon Rothdiener/Intermediate Class |
| Teaching Assistant/Self-Contained Classrooms | TBD for Primary classroomMs. Tara Beeles for Intermediate classroom  |
| Speech/Language Pathologist | Mrs. Kate KelloggMr. Eric Berends |
| OT Therapist | Mrs. Diane Cummings  |
| PT Therapist | Mrs. Teresa Zappia SinicropiMrs, Jessica Haffey  |
| **Position** | **Name** |
| Reading Specialist | Mrs. Shelli LefebreMrs. Sara StockerMrs. Stacy TribolMs. Jessica Minicucci (shared with Munn) |
| Reading Teaching Assistant | Mrs. Tina PocockMrs. Carol Muelhbauer |
| Math Specialist | Ms. Gretchen TullochMrs. Patti Grosodonia |
| Math Teaching Assistant | Ms. Sue KonkoMrs. Anne Montgomery |
| ESL Teachers | Mrs. Nicole HastingsMrs. Meredith KimMrs. Janelle Baron |
| Art | Ms. Deb RogalaMs. Deb Ingerick |
| General Music | Ms. Erin SabourinMs. Samantha Heagarty |
| Instrumental Music | Mrs. Katie SouthardMs. Dori Swarthout – shared with Bernabi |
| Physical Education | Mr. Daniel BrustMr. Zachary OsherMr. John Dowd |
| Library Media Specialist | Mrs. Pamela Valenti |
| Enrichment/Technology Specialist | Mr. John Thering  |
| Teacher Aides | Mrs. Stephanie Althouse, Ms. Lorilyn ColeMs. Laurie DiLorenzo, Mrs. Tracy FerrantiMrs. Kelly Kinsella, Mrs. Donna KippferlMrs. Christine Makowski, Mrs. Esther Marciano,Mrs. Terri Masters, Mrs. Vanessa Mastrodonato,Ms. Brittany Montgomery, Mrs. Nicole Polito,Mrs. Melissa Ricotta, Mrs. Holly Stewart,Ms. Alexa Tarnowski  |
| Cafeteria Staff  | Mrs. Heather Pharo, ManagerMrs. Lori FishellMr. Tyler RiddMrs. Pam WentworthMrs. Staci Lester, AideMrs. Lisa Woodward, Aide |
| Custodial Team | Mr. Dale Maier, Head CustodianMr. Tom AccorsoMr. Dave HagmierMr. Gary Call  |

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