

# **Canal View Elementary School Student and Family Handbook**

**Spencerport Central School District  
2022-2023**



**Main Office  
(585) 349 – 5709**

**Attendance Line (Voice messages only)  
(585) 349 - 5750**

### **School Day**

#### **Arrival**

8:45 a.m.

#### **Dismissal**

3:25 p.m. - parent/guardian pick up

3:30 p.m. - bus dismissal

**Transportation:** All students will have access to district transportation and will be routed per home address; however, our district is only able to accommodate pick up and drop off arrangements on a consistent five day schedule, whether that be to and from home or an alternate childcare setting. It is also critical to note that we are only able to issue bus passes in extreme emergencies.

**Arrival - PreK ONLY:** PreK students will be dropped off **promptly at 8:55 a.m.** Please park in the main parking lot and prepare to drop your child off outside the main entrance with the classroom teacher/teaching assistant. You will say goodbye to your child from the sidewalk.

**Pick up - PreK ONLY:** Please park in the main parking lot and remain outside the main entrance to be reunited with your child.

**Arrival - K-5:** Please utilize the parent drop off loop located between Canal View and Bernabi for those students who are not riding the bus. You will remain in your vehicle as your child(ren) safely exit from the passenger side. We will welcome students from the drop off loop between **8:45 and 8:55 am.** If you arrive after this window, you will need to escort and sign your child into the building using the main entrance located in front of our school.

**Pick up - K-5:** For those students who will be picked up at the end of the day, you may enter the building through the main entrance as early as 3:15. After showing your ID, you will sign your child(ren) out and wait in the cafeteria until students are released.

**Please contact the main office by 12pm if you need to make any changes to your child's dismissal plan.**

## Attendance

Regular attendance is closely linked to a child's success in school. Legal reasons for absence are:

- Illness of pupil
- Religious observances (1 day)
- Required court appearance
- Appointment with doctors, dentists
- Death in the family

All other absences are considered unexcused and will be reported as such on your child's permanent record card.

**Please keep your child home if:** he/she is exhibiting any COVID related symptoms including the following: temperature at or above 100 degrees, fever/chills, shortness of breath, sore throat, loss of taste or smell, headache, loss of appetite, cough, nasal congestion, nausea, vomiting or diarrhea, fatigue, muscle or body aches. Outside of COVID, students must be fever free (without fever reducers), free of vomiting and diarrhea and/or an antibiotic for 24 hours.

If your child is not coming into school, please call our main office attendance line at 349-5750 to report the absence. You may also e-mail Jeanie Conrad at [jconrad@spencerportschools.org](mailto:jconrad@spencerportschools.org) to report any absence. If we do not hear from you, the school will contact you.

When your child returns to school, he/she must have a written excuse signed by you stating the reason for the absence. Please be sure you indicate your child's full name and be sure your writing is legible.

### **Tardiness:**

If it is necessary for your child to be late for school, please escort him/her to the Greeter's desk where you will be required to sign your child into school late. At that time, the child will be given a written pass to take to the teacher. Students will be coded as late/tardy if they arrive at any point after 9:00 am.

### **Excusing Children:**

Children are not to leave school grounds without permission. No child will be excused from school without a signed release from the parents or guardians stating the reason for the request. No child will be released to an adult unless the adult has been properly identified by the Greeter's Desk or the Main Office. For your child's protection, parents may not go directly to the classroom to pick up a child. Children miss important instruction when picked up early. We, therefore, ask that you please do not request an early dismissal except in cases of necessity.

### **Breakfast & Lunch**

Breakfast and lunch are available each day but will no longer be free of charge for all students. Breakfast is offered from 8:45 – 8:55 a.m. every day. Children eat lunch in the cafeteria at a regularly scheduled time. The prices of school breakfast, lunch, and special items are printed on the menu each September and will be reprinted if any changes are made during the school year. Children who wish to bring their lunches may do so. Milk and a la carte items may be purchased as separate items.

Menus are printed monthly and are sent home with your child. These menus include the breakfast/lunch items and may also contain special notices.

If you believe you are eligible for a free or reduced price lunch, please fill out an application obtainable on our district website under Department and Programs / Food Service / Free or Reduced Application. This request must be processed through our district School Lunch Director before your child can receive a free or reduced price lunch. A new request form must be completed each year. Your child will be required to pay the full price for breakfast and lunch until your application has completed the process.

### **Field Trips**

School sponsored educational field trips provide valuable learning experiences for children. Classroom teachers will send home detailed field trip information. Permission for all field trips is given at the beginning of each school year. Often, parents are invited to assist in supervising students on these trips. All parents attending field trips must first go through our volunteer office and attend the volunteer training. Please call 349-5680 for further information about volunteer training.

### **Behavior**

Through the PBIS Model, we promote positive expectations for student behavior. We take a restorative approach to behavioral support, which involves helping a child reflect on a situation, learn from their actions, and repair harm following situations. With respect to discipline, please refer to the Spencerport Code of Conduct, which is located on our website and in our district calendar.

### **Dress Code**

For the sake of student safety, open-toed shoes are not permitted on the playground in accordance with our Spencerport Code of Conduct. Please send your child to school with closed toed shoes or he/she may be asked to engage in indoor recess. Additional dress code information can be found in our Spencerport Code of Conduct.

### **Communication from School & District**

**Classroom:** Classroom teachers use a variety of communication tools and approaches to ensure that parents and families are informed and have a means of engaging in two-way communication. These tools include SeeSaw, Remind, email, and phone calls.

**School:** For any parent or family member who has provided the school with their e-mail address, you are automatically included in any written communication that comes from the school.

**District:** Similar to the above, if your e-mail address is entered into our system, you will also be included in any written communication that comes from the district including regular updates from our superintendent.

**Students:** If students should ever need to communicate with their families during the school day, they are welcome to visit the office to use one of our school phones. While we recognize that many students carry personal cell phones and/or smart watches to and from school, any and all personal electronic devices should be turned off and placed away during the instructional day.

The school is not responsible for any lost or stolen devices as they are not a required part of our educational program.

### **Grading**

The elementary report cards are aligned with NYS Learning Standards. Report card ratings are based on a 4/3/2/1 scale and reflect the language created by NYS (exceeding/meeting/approaching/not meeting). Elementary report cards are distributed three times per year through the Infinite Campus Portal. Report cards reflect a student's progress toward the standards at that point in the year.

### **Homework**

Below is a copy of the district's K-5 homework protocols, which were revisited in the spring of 2022 by a group of staff and parents. Through our team and teacher leaders, Canal View and the other elementary schools within our district are working collaboratively to provide a consistent experience for all students.

## Spencerport Central School District

### K-5 Homework Protocols

**Rationale:** The purpose of homework is to practice, reinforce, apply, and extend student learning. Spencerport Central School District recognizes the various demands students and families face and value the partnership that exists between school and home. We believe that homework should be meaningful and allow students to make authentic connections to the concepts they are learning in the classroom. It is important that families understand what their child is learning in school to enhance open lines of communication. Providing at-home independent practice of classroom concepts is one way that teachers can maintain this communication.

**Types of Homework:** Spencerport does not subscribe to a one size fits all approach and recognizes that homework may be presented in a variety of ways.

- **Reading:** One of the district's main priorities is to have our elementary students read whenever possible. The benefits of reading for your child are limitless, as this practice establishes the foundation of subsequent learning. Reading helps develop a child's vocabulary and language skills, social skills, communication skills, cultural understanding, and develops their imagination and empathy.
- **Practice:** This process involves reviewing and reinforcing skills and concepts taught in class.
- **Extension:** Once students acquire the necessary learning, it is important that they transfer their knowledge and connect it to the real world.
- **Creative:** As a school system, we want to provide students various ways to demonstrate their understanding. This approach personalizes the learning experience for each child and allows them to exercise their critical thinking and problem-solving skills.

**Academic Guidelines:** The amount of time students spend on independent practice will naturally increase as they get older. Spencerport is committed to providing a personalized learning experience for each child to support their individualized academic journey.

Grade Level Range	Daily Guidelines
Kindergarten – 2 <sup>nd</sup> Grade	<ul style="list-style-type: none"><li>• Not to exceed 30 minutes<ul style="list-style-type: none"><li>○ Read to child or independent reading 15-20 minutes each day</li><li>○ Numeracy practice to develop math fluency</li><li>○ Extension of daily lessons that allows students to personalize their learning experience</li></ul></li></ul>
3 <sup>rd</sup> – 5 <sup>th</sup> Grade	<ul style="list-style-type: none"><li>• Not to exceed 45 minutes<ul style="list-style-type: none"><li>○ 30 minutes of reading each day</li><li>○ Numeracy practice to develop math fluency</li><li>○ Writing responses assigned by classroom teacher</li><li>○ Extension of daily lessons that allows students to personalize their learning experience</li></ul></li></ul>

**Academic Breaks:** Holidays and recess periods outlined by the district calendar are intended as a necessary break for students and staff. As a result, no homework should be assigned for completion during this time and no testing is permitted on the first day of return. This is invaluable time for families to spend together and students are encouraged to remain physically active and make a concerted effort to read each day.

### **Health Services**

The Health Office coordinates health care in the school setting, working to stabilize and comfort students during medical emergencies, requesting 911 support and response when necessary. The Health Office will be in contact with parents for all health-related matters.

Phone: (585) 349-5751.

Fax: (585) 349-5786

### **Emergency School Closings**

Arrangements should be made for children to be cared for in the event that it becomes necessary to close school due to an emergency. Every child should be given directions as to where to go in case both parents work during the day or are not at home when the children arrive.

If your child is to go to a location other than home in an emergency, that location must be within the Spencerport Schools boundary area so that our buses can transport your child.

If school must be closed after the school day has begun, notification to parents will be done through District Office using the automated School Messenger system. Please be aware that when our school is closed Ogden Recreation will also be closed.

### **Buses**

Bus routes and stops are determined by the Transportation Director and her staff. **Questions regarding buses should be referred to the transportation office at 349-5185.**

All students will have access to district transportation and will be routed per home address.

Problems regarding behavior on the buses will be handled cooperatively by the bus driver, the transportation director and school personnel, as needed. Students may be suspended from riding the school bus for failure to obey the bus rules or the instructions of the bus driver. Students should remember that the safety of the children on the bus is dependent upon their behavior. The cooperation of every student and parent is needed.

### **Visitors**

Parents and other visitors are required to report to the Greeter upon entering the building, where they will be asked for ID in order to sign in through the Raptor Visitor Management System. Our greeters must request identification from every (new) visitor to populate this database, so please help us to expedite this entry by always bringing a driver's license. If you are unfamiliar with the system, here is how it works. Raptor:

- scans a visitor's identification (driver's license);
- within seconds, checks the name and date of birth for sex offenders from a national database and custom alerts entered by the school/district; and once approved,
- issues a badge sticker with the visitor's name and photo.

This system provides our school with a quick and efficient way to enhance security and confirm who is in our building at all times.

### **Emergency Drills**

We will continue to provide instruction and conduct practice drills for each of five types of emergencies: shelter-in-place, hold-in-place, evacuation/fire, lockout and lockdown.

### **Birthday Celebrations**

Classroom teachers will contact families directly regarding birthday celebrations. Please work within your teacher's guidelines as you plan to celebrate your student's birthday in the classroom.