

Welcome to William C. Munn Elementary School!

This Parent Handbook has been updated to give parents a quick reference to many of the programs, procedures and policies at Munn Elementary School.

The staff at Munn Elementary School is committed to meeting the needs of every student. Lessons are designed using the objectives of the Spencerport Curriculum and the NYS Common Core Learning Standards to ensure that we are challenging our students to learn at the highest level. Special programs such as Math, Science, Social Studies, and ELA Response to Intervention (RtI) provide support to the students, so that all students can reach higher standards. The Munn staff is continuing its commitment to School-wide enrichment, literacy improvement, and Positive Behavioral Interventions and Supports (PBIS). Teachers participate in a variety of staff development opportunities to help us achieve our goals.

A wide variety of extra-curricular opportunities are available to the older students. Band, intramurals, safety patrol, student leaders, and chorus are a few examples of the opportunities that are offered. Other enrichment activities may be offered at various times depending on students' interests.


Currently, Munn has the following clubs:

- Drama
- Girls on the Run
- Pokémon
- Chess
- Intramurals
- Safety Patrol
- First Lego

The Munn School Parent Association (MSPA) is our very supportive parent organization. The MSPA not only supports the school with fundraisers, but the parents are very active in volunteering their time and talents to help the staff in a variety of ways. Parent involvement has enhanced our students' educational experience.

Our children's learning is a responsibility shared by student, staff, and parents. It is my pleasure and privilege to serve the Munn community as principal. Please feel free to call me at 349-5501 if you have any questions, suggestions, or comments about Munn Elementary School.

Yours in Partnership,

A handwritten signature in black ink, appearing to read "M. Canny". The signature is fluid and cursive, with a long, sweeping tail on the final letter.

Michael M. Canny
Principal

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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.

School Procedures & Policies

Census Verification Form

When you first register your child and every summer thereafter you will receive a Census Verification Form for you to review and verify that all of our information about your child is correct. This form provides the school with contact information in the event that we need to call you. Please remember to inform the office staff when there is a change in your home, work, emergency, or childcare information.

Emergency Closing Form

If it becomes necessary to close school early, it is important to have a plan for your child to follow. Each year in the summer mailing you will receive this form to complete and return to the office. Again, it is very important that you keep us informed when there is a change in your contact information.

Telephone Numbers

Michael Canny, Principal.....	349-5501
Lisa McLaen, Administrative Assistant.....	349-5501
JoAnne Powers, School Secretary.....	349-5509
Chelsea Schwertfeger, Registered Nurse	349-5551
Sara Snyder, School Counselor	349-5540
Jeanne Pacitto, Special Education Counselor	349-5541
Jason Frantz, Psychologist.....	349-5554
Attendance (voice-mail 24 hours)	349-5550

School Hours

Opening Program.....	8:50 a.m.
Dismissal	3:30 p.m.

Students who are driven to school are not allowed into the building before 8:50 a.m. unless they are attending band, chorus, or a club. Please do not make requests for students to come to school early or remain after the regular dismissal time since teachers will not be able to supervise them at these times due to other professional responsibilities.

Attendance

It is very important that your child attend school regularly. However, children should be kept home for 24 hours when they have an infectious condition such as a high temperature, vomiting, or a viral infection. **Please call 349-5550 to report your child's absence, each and every day they are out.** Upon their return to school, please send a note verifying the dates and reason for absence.

Our facilities are limited as to the care of sick or injured children. If your child becomes ill during the school day, you will be notified to come to school and pick him / her up. If we cannot reach you, we will call the emergency contact provided by you and release the child to the person you have authorized.

Tardiness

Please help your child get to school on time. Valuable instruction time is missed when students are late. Students are considered tardy if they arrive after 9:10 a.m. Tardy students must be signed in by a parent or guardian in the office before

reporting to class. Students who are chronically late will be reported to the principal and he will contact the family for a conference.

Please do not ask to walk your child down to their classroom. We want to develop your child's independence as well as avoid distractions to the students already in the classroom.

Dismissal

If you need to pick up your child from school near dismissal time, please send in a note informing us that your child will be picked up at dismissal instead of taking the bus along with the name of the person who will be picking up your child. When you arrive, check in at the Greeter Desk and your child will be called from class on the *3:30 Dismissal List*. This system decreases the number of classroom interruptions which occur during dismissal time.

If you did not send in a note letting us know that your child is being picked up, you will need to sign him / her out in the main office. ***Please be prepared to show identification at all times.***

Leaving School

Students are not allowed to leave school grounds after they arrive unless they have written permission from the parent or guardian. An adult must report to the main office to pick up the child being excused. Children will not be allowed to leave the building unattended.

Visiting School

All visitors are required to sign in at the Greeter's Desk and take a visitor's nametag. Displaying this nametag helps us to maintain a safe environment for your child as well as identify guests in our building.

Visits to classrooms during the instructional day need to be arranged in advance with Mr. Canny and the classroom teacher – please call (585) 349-5501 to arrange the visit. If you are visiting your child during lunch we ask that you meet them in the cafeteria after you sign in. At the conclusion of lunch you should report directly back to the Greeter's Desk to sign out.

Emergency School Closing

When emergency conditions make it necessary to close school for the day, announcements will be made on area radio stations as soon as possible. Parents will also be notified through the automated SchoolMessenger system. Please be sure you keep the office informed of any phone number changes. Childcare arrangements should be made in advance for this type of school closing. Announcements can be heard on the following stations:

<u>Radio Stations</u>		<u>TV Stations</u>	
WHAM	1180 AM	Channel 8	
WBBF	950 AM	Channel 9	
WVOR	100 FM	Channel 10	
WISH	95 FM	Channel 13	

Please do not call the school during an emergency school closing. We must keep lines open for regular business.

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 by calling 349-5509 and leaving a message with the school secretary. The Munn School website, Facebook, Twitter, and Instagram are other ways to stay up-to-date on all of the events going on at Munn.

E-Mail

To reach a staff member by email, type the first initial + last name @ spencerportschools.org

e.g. Ann Jones = ajones@spencerportschools.org

Munn School Website

<http://munnschools.org>

Twitter

Follow Munn on Twitter [@MunnSCSD](https://twitter.com/MunnSCSD)

Facebook

Friend Munn on Facebook [Munn Scsd](https://www.facebook.com/MunnScsd)

Instagram

Follow Munn on Instagram [Munn SCSD](https://www.instagram.com/MunnSCSD)

Student Progress and Parent Conferences

Periodic progress reports will be sent home throughout the year. Report cards are issued three times a year. Progress reports are sent home in the middle of each marking period. Not all students will receive a mid-term progress report.

Conferences are scheduled with parents during the year to provide you and the teachers an opportunity to share information regarding your child. Conferences are scheduled each November, however they are also held throughout the year as the need arises at either the parent's or teacher's request.

Volunteers

You and your talents are always welcome at Munn Elementary School. If you have time and desire to help out, please contact Ms. Christina Bowerman, Coordinator of Volunteer Services for the Spencerport School District at 349-5682. **In order to attend field trips and volunteer at Munn, you must complete the volunteer training and workshop.** Ms. Bowerman runs these workshops at various times during the school year. Once you have completed the volunteer orientation, let your child's teacher know of your interest in volunteering.

Breakfast, Lunch, Treats, and Snacks

School Breakfast and Lunch

A balanced breakfast and hot lunch are available daily. Students who bring their own lunch may purchase milk or bring their own beverage. Lunch menus will be sent home with children once a month. Lunches may be paid for in advance at www.myschoolbucks.com.

If you would like your child to be able to purchase a snack using his / her account money, please write a one-time note granting permission for this to happen. Lunches are charged on an emergency basis only and must be paid for at lunch the following day. Forms are available in the office for free or reduced lunches.

Birthday Treats and Special Events

It is Munn Elementary School's practice that birthday celebrations will be recognized and celebrated in the classroom with your child's peers and do not include food treats, goody bags, flowers, balloons, etc. The purpose behind this practice is to protect the safety of all the students and limit distractions in the instructional day. Parents are welcome to join their child for lunch. Thank you for adhering to this practice.

Do not send invitations for private birthday parties with your child to school. Due to confidentiality we are unable to provide addresses and phone numbers of our students without parental consent.

Snacks

With the length of the school day and with the lunch schedule, children often need a small snack. Each teacher establishes a time when the students can have a snack based on their schedule. ***Students must provide their own snack and are not allowed to share with other students because of allergies and health concerns.*** We encourage healthy snacks such as apples, grapes, or granola bars.

Bicycles / Skateboards / Rollerblades / Heelys

Skateboards, rollerblades, Heelys and other wheeled footwear are not allowed. Bicycles may be ridden to school provided students have a note from their parents and that they wear a helmet as required by law. Bicycles may not be ridden on school grounds until after school hours.

Electronics

Cell phones, gaming systems, and all other electronic devices are not permitted in school. **The school is not responsible if an item is lost or stolen.**

Homework Policy

Homework is not mandated at the elementary level. Should homework be given, it will not exceed more than 10 minutes × the student's grade level. Homework will not be weighted more than 15% in any subject area and will never cause a student to fail a class.

Recess

Children will be given social and physical breaks during the school day, inside or outside, weather permitting, at the option of the classroom teacher. Recess in a traditional sense is a break given to children out of doors. However, in its formal definition there is no mention as to where recess occurs. It is a break from the work of the classroom. Recess can occur inside or outside. It can be structured or not. It can be active time or a quiet break in the daily routine. Even though there is often a sense that there is too much to do, cover, and learn to provide children with time during the day, children, like adults, need to pause and break from the rigors of the classroom.

Spencerport Central School District believes that children should be given social and physical breaks during the school day, inside or outside. Outdoor recess is strongly encouraged as the weather permits. Teachers will determine the frequency and length of recess appropriate for the grade level.

Physical Education Class

Students in grades 4 and 5 change for their Physical Education classes. Sneakers, shorts and shirts or sweats are needed for the classes. Lockers are assigned for the students and combination locks are allowed.

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 (PE) 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 clothing.

To help implement this policy, teachers, students, the school nurse, and parents need to work together to ensure the safety of all children. The PE staff make the following suggestions:

- If at all possible, students should keep their jewelry home on PE days.
- If there is a dire need to wear jewelry to school, students should wear a limited amount.
- All jewelry must be removed prior to PE class while in the home room (grades K – 3) or in the locker room (grades 4 & 5). **The student must remove their own jewelry. Teachers, staff, and the nurse are not allowed to assist in removing earrings.**
- Piercing is elective surgery. We strongly encourage students to get their piercing completed early during summer recess to avoid missing PE classes.
- We strongly urge students to have any type of piercing performed by a medical doctor.
- Any type of adhesive (athletic tape, band aids, etc.) placed over jewelry for protection is not allowed.

If a student has a piece of jewelry surgically piercing the skin, they must have a signed note from a medical doctor, or a receipt from a “piercing vendor.” The student will be excused from formal PE for a minimum of three (3) weeks. If a medical doctor excuses a student from PE longer than 3 weeks, this will be honored. If a student claims to have recently received a piercing and does not have a note or receipt, they will be sent to the school nurse who will get verbal verification from a parent (a note must be sent in the next school day). Missing PE classes due to a recent piercing is not an excused absence from class. Students will be responsible for completing equivalent work.

School Insurance

The district does not carry insurance to cover students. We urge parents / guardians to obtain adequate health insurance to cover injuries that may occur during the school day or on school grounds. In addition, the district does not carry insurance for the theft of student belongings. The replacement of items lost or stolen is the responsibility of the parent / guardian.

Title IX – Civil Rights

The Spencerport Central School District advises students, parents, employees and the general public that it offers employment and educational opportunities, including vocational educational opportunities, without regard to age, color, creed, disability, marital status, veteran status, national origin, race or sex. Inquiries regarding this nondiscrimination policy and copies of the grievance procedure for the prompt resolution of complaints may be directed to the Title IX/Section 504 Coordinator, Director of Special Education Services, Spencerport Central Schools, 71 Lyell Avenue, Spencerport, NY 14559, (585) 349-5141.

Code of Conduct

Students learn best in an environment that is safe and orderly, without disruptions 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. A Code of Conduct pamphlet will be sent home in the beginning of the school year for your reference. To achieve the goal of promoting responsible behavior, all members of the community are expected to learn and exhibit the following characteristics:

Responsible Behavior

- Contributing to a safe and orderly environment
- Contributing to a productive learning environment

Mutual Respect

- Respecting themselves and others
- Respecting differences in others

Personal Dignity

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

Personal Excellence

- Communicating needs that relate to learning
- Valuing lifelong learning

Positive Behavior Interventions and Supports (PBIS)

As part of the District's initiative of implementing PBIS (Positive Behavioral Interventions and Supports), Munn School has established the motto: "***Munn Students SOAR!***" The motto is to help remind students how they should behave throughout the school day.

Munn students (are)....

S – Responsible for **S**elf

O – Respectful to **O**thers

A – Proud of their **A**ctions

R – **R**eady to learn

Students will be praised and recognized in a variety of ways for demonstrating positive behaviors on the buses and throughout the school.

SOAR Behavior on the Buses

S – Responsible for **S**elf

- I stay in my seat
- I use an “inside voice”
- I follow the bus driver’s directions

O – Respectful to **O**thers

- I greet the driver when I get on and off the bus
- I keep my hands and feet to myself
- I use an “inside voice”
- I am patient getting on and off the bus

A – Proud of their **A**ctions

- When I get off the bus I know I made the trip safe for everyone
- I follow the bus rules

R – **R**eady to learn

- I keep my books and supplies in my backpack so I don’t lose them
- When I get to school I’m relaxed and ready for a great day!

Cafeteria Behavior

Lunchroom supervisors are available to assist the children in the lunchroom and to enforce the following expectations:

- Use good manners (“please” and “thank you”)
- Use inside voices
- Be quiet and respectful in line
- Raise hand for help
- Stay seated
- Eat your own food
- Be responsible for your tray, wastes, and eating area
- Take pride in how you leave the lunchroom

Munn School Parents’ Association (MSPA)

The MSPA meets monthly in the Cafeteria to discuss ideas concerning children and their educational program. The MSPA sponsors many programs throughout the year.

Officers for the 2019 – 2020 school year are:

- President.....Leanna Twohig
 - Vice-President.....Angie McGarry
 - Secretary.....Megan Ingram
 - Treasurer.....Sue Munn
-

Building Planning Team

The Building Planning Team (BPT) is a group of staff members and parents whose task is to facilitate the District's initiatives and goals.

The current members of the BPT are as follows:

- April EllisFaculty
- Marie CarellaFaculty
- Dawn HoadleyFaculty
- Jason FrantzFaculty
- Steve SchultzFaculty
- Stacy LonardoSTA Faculty Representative
- Julie MacartneyParent
- Lisa McLaenSupport Staff
- Michael CannyPrincipal

Student Leaders

Student leaders are a group of students who talk with other students and adults to encourage classmates to make positive choices. Leaders help the students make better choices about how to treat others, and help them avoid conflicts. Student leaders can also help to create an atmosphere where all feel welcome by modeling respect and tolerance. Student leaders are fifth grade students who are selected by their peers.

Response to Intervention Services (RtI)

Spencerport Central School District believes in providing the highest quality of education for every student. To meet this goal, we have adopted a three-tiered approach to instruction. This process is a national initiative known as Response to Intervention, or RtI, which is a general education service. 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/>

Special Education Services

Spencerport has programs in place to provide full educational services to students with disabilities. A multi-disciplinary team, including parents, writes Individual Education Programs (IEPs) for children who have been identified by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE) as having a disability.

Special Education students are educated to the fullest extent possible within the general education setting with their non-disabled peers. Most students are taught the same curriculum and participate in the same assessments. The integration of students with disabilities had resulted in increased performance levels and progress in overall learning.

Counseling Services

The school counselor helps all children recognize and make use of their potential. The counselor works with students to cope with difficult and/or unchangeable life events, develop problem-solving ability, build self-esteem and confidence, learn decision making skills, and helps them to realize that each student is an important part of our school community. The school counselor counsels individually with children, teaches lessons in classrooms, runs small groups to offer support for children experiencing difficulties with topics such as: family structure change, coping with death, anger management and friendship, consults with parents, consults with teachers, provides crisis intervention, and is an important member of our Instructional Support and PBIS teams.

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. They adjust 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.

To assist teachers in differentiating lessons, students complete an interest inventory at the beginning of each year. This year our third and fourth grade students will complete a Total-Talent Portfolio which will help them look at their interests, establish learning goals, and record and collect evidence of their academic accomplishments.

In addition to differentiated classroom activities, enrichment programs designed to expose and interest students in a variety of topics are offered. Such enrichment programs include the Challenger Center, Junior Achievement, Young Audiences assemblies, Page Turners, field trips, and many others. Through these types of enrichment, students are exposed to a wide

variety of topics, careers, and hobbies, which expand 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. Parents that have an interest in a particular area of study or hobby and would like to share that interest with students are asked to contact Munn's Enrichment Specialist, Steve Schultz.

Our school has a school-wide enrichment team with teachers and parent representatives, an enrichment specialist, and the principal. They establish the school-wide enrichment goals and school plans for each year. They lead the school's efforts in developing, implementing, and communicating school-wide enrichment plans and activities. The enrichment specialist also assists her fellow teachers include enrichment activities in their lessons.
