

William C. Munn Elementary School

**Student & Family
Handbook**

2022 — 2023



We are MunnSTARS!

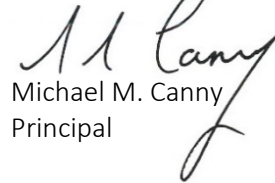
Welcome to William C. Munn Elementary School!

The staff at Munn Elementary School is committed to meeting the academic and social/emotional 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. Specialized instructional interventions in Math and ELA provide support to the students, so that all students can meet higher standards. Munn staff continues their commitment to a 21st century academic learning experience, school-wide enrichment, literacy improvement, and Positive Behavioral Interventions and Supports (PBIS). All staff participate in a variety of professional development opportunities to help us achieve our goals. The Building Planning Committee (BPT) is our shared decision making team, which is comprised of parents and staff that set goals and targets to enhance our school.

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 and guardian involvement enhances our students' educational experience.

Our children's learning is a responsibility shared by student, staff, parents, and guardians. It is my sincere 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,



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.

Email

Munn Elementary and Spencerport District utilizes email to communicate important information to families. If you have not been receiving emails during the summer called "Munn Principal's Update" then we do not have a valid email on file for you. Please contact Kate Hinchey at 349-5509 to give us your email.

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 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.

School Bus Transportation

Transportation will be provided for all Spencerport students in grades kindergarten through twelfth grade. All students are assigned an AM and PM 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 the 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 emergency childcare purposes. If you are making a long-term request for an alternate bus stop, please submit your form to the transportation department. If an emergency arises and you need a change in transportation, please write a note containing this information:

- Student's full name
- The complete address to where the child will be transported.
- The dates included.

The following rules MUST BE obeyed by all passengers:

1. Wait 15 feet from the road edge until the driver stops.
2. Board the bus properly, stay in line, no pushing, and sit down quickly and properly.
3. Always stay seated with feet out of the aisle.
4. Be courteous and obey the directions of the driver.
5. Obey all safety rules.
6. Respect the rights and property of others.
7. No smoking, eating, drinking, drugs, or weapons.
8. No glass containers, pets, radios, skateboards, or scooters.

Riding the bus is a privilege, not a right, and proper behavior will guarantee this privilege. Misbehavior may result in suspension of bus privileges.

Transported students are under the authority of and directly responsible to the driver of the bus. His/her requests must be obeyed.

Children should be at their stop five minutes before the bus arrives. The bus stop time indicated on the schedule is an estimate. Routes can change throughout the year.

The district will provide transportation for students to day care facilities solely based on five days per week at the same location for the entire school year. An approved childcare transportation request form must be completed for each child each year. Forms can be obtained by calling the Taylor School or the Transportation Department at 349-5180.

Parent Transportation

Drop off: Families who elect to drop their children off at school must pull into the south parking lot where Entrance #1 is located. Please pull parallel to Entrance #1 and your child may exit the vehicle from the school side of your vehicle.

Late Arrival: Students arriving after 9:10 am are considered tardy. A parent or guardian must park in the south parking lot and escort the student to Entrance #1 and ring the door button. You must come into the Main Office with your child to sign them in.

Pick up – At Dismissal: Families who elect to pick up their children up from school at dismissal must park in the south parking lot and enter at Entrance #1. If you intend to pick up your child from school at dismissal you should send in a note or call us at 349-5509. If you did not send in a note about picking up your child, you will need to provide that note along with your driver's license or a government issued picture ID. Your child will be called to the front hall via radio once your identity has been verified.

Pick up – Early Dismissal: If you need to pick up your child before 3:25PM dismissal, you should send in a note or call us at 349-5509. Upon your arrival at Entrance #1 you will be required to provide your driver's license, or a government issued picture ID to the Greeter. You may then go to the Main Office to sign your child out.

Emergency Closings

Arrangements should be made for children to be cared for if it becomes necessary to close school due to any emergency. This information must be turned into the school on the Emergency Closing Form 2022-2023 that was sent home in the summer mailing.

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 using the automated School Messenger system. Please be aware that when our district is closed, Ogden Recreation is also closed.

Visitors & Volunteers:

Parents and other visitors are required to report to the greeter upon entering the building, where they will be asked for photo identification (ID) to sign in through the Raptor Visitor Management System. Our greeter must request ID 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:

1. scans a visitor's identification (driver's license),

2. 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,
3. issues a badge sticker with the visitor's name and photo.

Lunch Visitors: If you would like to have lunch with your student, please call the office at 349-5509 at least 24 hours in advance to schedule a time. Parents/guardians will dine with their child at a specially designated area in the Munn cafeteria. Parents, guardians, and family members are asked to refrain from taking photos while in the school.

Classroom Visitors: Visits to classrooms during the instructional day need to be arranged at least 1 week in advance with Mr. Canny and the classroom teacher – please call (585) 349-5501 to arrange the visit. Parents, guardians, and family members are asked to refrain from taking photos while in the school.

Volunteering in the Classroom: To volunteer at Munn, you must complete the volunteer workshop provided by Ms. Christina Bowerman at 349-5682. Ms. Bowerman runs workshops at various times during the school year. Once you have completed the volunteer workshop, let your child's teacher know of your interest in volunteering. Parents, guardians, and family members are asked to refrain from taking photos while in the school.

Volunteering at Field Trips: Field trips are an important element of the curriculum, and many parents look forward to serving as chaperones. If you are chaperoning a trip, we request that no siblings accompany you to ensure full attention on our Munn students during the experiences.

Chaperones MAY NOT ride the school bus to the destination. All students will be expected to ride the school bus to and from a field trip. A parent who chooses to transport a child in a personal vehicle will need to sign the student out of school to indicate personal responsibility for that child's supervision. Parents are asked to ONLY take pictures of their child while chaperoning field trips. *Field trip chaperones must complete the district's volunteer orientation program before serving as a chaperone. Call Ms. Bowerman (349-5682) to make an appointment for this training.*

Large Events / Assemblies: For large events/assemblies, Munn will continue to have faculty, aides, and security personnel on hand to expedite safe entry and dismissal. This goal is consistent with our existing practice to get visitors into a secured area as quickly as possible, and therefore Raptor will not be used. A visitor on site for another purpose will still need to be processed through Raptor.

Dress Code

All students, visitors, and staff members are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable dress and help students develop an understanding of appropriate appearance in the school setting.

While wheeled sneakers are a fun toy, they are not safe to be worn at school. Students will be asked to remove these shoes if the wheels are being used either inside or outside the building. Students are not permitted to wear flip flops on the playground. Students may not wear a hat or hood inside the building.

Individuals 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.

Supplies

Supply lists can be found on our homepage online at <https://munnschools.org/> under Parent/Student Resources. Please direct any questions regarding supplies to your child's teacher.

School-wide Enrichment

We remain committed to ensuring students' access to differentiated instruction and enrichment opportunities that meet all students at their individual levels of readiness. Mr. Schultz, our enrichment specialist, will meet with classroom teachers on designing school-wide elements of our enrichment plan, while also planning and supporting group/individual enrichment pieces.

Social Emotional Learning and Supports

Our school's mental health staff is here to support all students, both proactively and based on need. Our school counselor, Mrs. Pacitto, will continue to provide tier one lessons to each classroom, provide mandated counseling as well as respond to any concern or request for additional needs. Our school psychologist, Mrs. Patton, will provide mandated counseling, continue to work with families on ensuring students' needs are documented and addressed through the Rtl and CSE process while also being available to support additional needs.

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.

Breakfast, Lunch, Treats, 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. Menus can be found online each month. Lunches may be paid for in advance at www.myschoolbucks.com. 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.

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, dry cereal, or granola bars.

Lunch with Your Student

Please call the office at 349-5509 at least 24 hours in advance to schedule a time. Parents/guardians will dine with their child at a specially designated area in the Munn cafeteria. Parents are asked to refrain from taking photos while in the school.

Birthday Celebrations

To raise healthy citizens and be responsive to the many diverse needs and restrictions of our students, we allow families to bring in **non-food items** (pencils, erasers, a classroom book, etc). We invite you to work with the classroom teacher to agree upon a way to celebrate your child's special day. We ask that you *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.

Bicycles, Skateboards, Rollerblades, Heelys

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

Cell Phones and Other Electronics

If students should ever need to communicate with their families during the school day, they will be sent to the main 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, all personal electronic devices should be turned off and placed away during the instructional day noted above. *The school is not responsible for any lost or stolen devices as they are not a required part of our educational program.*

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

| | |
|--|--|
| | <ul style="list-style-type: none"> • Extension of daily lessons that allows students to personalize their learning experience |
|--|--|

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.

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

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 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.

Multi-Tiered Levels of Support (MTSS)

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 reflects a national initiative known as Multi-Tiered System of Support (MTSS), which is a general education service.

Students needing supplemental instruction/intervention will be monitored frequently to ensure they are meeting 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. It is estimated that 80% of all students will positively respond to tier 1 intervention.
- 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 team may make adjustments in the intervention plan based on the student's progress. The team may change the intervention or increase the frequency, time, or intensity of the intervention. Additional notification to parents is required when these changes occur. It is estimated that 15% of all students need tier 2 intervention.
- The most 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 a regular basis. Interventions will be provided by a trained intervention specialist. Additional notification to parents is required when students progress to tier three. Generally, 5% of all students need tier 3 intervention to be successful. If the interventions are effective, a student can move back to tier two.

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 behavioral needs of your child along with all the students in our school. As a parent/guardian, you have the right to request an evaluation for special education at any time.

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 (Excerpts)

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.

The complete Code of Conduct can be found on the district website (www.spencerportschools.org) under the Students tab.

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 lifestyle
- Putting forth best effort in whatever one attempts

Personal Excellence

- Communicating needs that relate to learning
- Valuing lifelong learning

The Spencerport Central School District Board of Education, faculty, staff, and parents are committed to increasing student responsibility for learning and providing a safe and orderly school environment in which to learn. Behavior conducive to a productive learning environment, without disruption or interference, is necessary for learning to take place. Responsible behavior by students, teachers, other district personnel, parents, and other visitors is essential to achieving this goal. Unless otherwise indicated, this Code of Conduct applies to all students, school personnel, parents, and other visitors when on school property or attending a school function. The intent of the Spencerport Code of Conduct is to promote responsible behavior which will lead to the greatest success for all learners in the school community.

Positive Behavior Interventions and Supports (PBIS):

As part of the district's initiative of implementing PBIS (Positive Behavioral Interventions and Supports), Munn students are "Munn Stars." The motto is to help remind students how they should behave throughout the school day.

Munn students....

- S** – Shine
- T** – Together
- A** – Act
- R** – Responsibly

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

STAR Behavior on the Buses

SHINE

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

TOGETHER

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

ACT

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

Responsibly

- 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!

STAR Behavior in the Cafeteria

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

Officers for the 2022 – 2023 school year are:

President Brianna Forte
Vice-President Angie McGarry
Secretary Megan Ingram
Treasurer Katlyn Prosser

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:

Marie Carella Faculty
Dawn Hoadley Faculty
Meghan Lupinetti .. Faculty
Jeanne Pacitto Faculty
Christine Purtell Faculty
Stacy Lonardo STA Faculty Representative
Marisa Quinn Parent Representative
Michael Canny Principal

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