

SPENCERPORT CENTRAL SCHOOL GUIDE and LEO BERNABI SCHOOL HANDBOOK

For Students and Their Families

2023 – 2024



Main Office Contact Info:

349 – 5401

349 - 5409

WELCOME STUDENTS AND FAMILIES!

Bernabi Elementary School houses approximately 350 students in grades pre-K – 5 and is excited to be your child’s home away from home! While most questions and concerns should be directed to your child(ren)’s homeroom teachers, our school principal, David Caiazza, is always available to support. He can be reached at dcaiazza@spencerportschools.org or at 349-5401.

SCHOOL DAY

Opening Exercises	8:55 a.m.
Dismissal	3:25 p.m.

Transportation: All students will have access to district transportation and will be routed per home address. That said, 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.

Drop off: Families who elect to drop their children off at school must utilize the parent drop-off loop located on the east side of the building between Bernabi and Canal View. We support this drop off location each morning between 8:45 and 8:55 am only, after which time the doors are closed and locked. Students who are being dropped off at any point during the day, after 8:55 am, will need to enter through the main entrance, and must be accompanied by an adult to sign in.

Pick up: Families who elect to pick their children up from school at dismissal will continue to be required to show identification and sign off on pick up. Our main entrance will open at 3:15 pm each day for pick up that begins at 3:25 pm. If you are picking up your child during the school day, please approach the main entrance as normal and ring the bell for assistance.

SCHOOL CAFETERIA INFORMATION

We provide a breakfast and hot lunch program at Leo Bernabi School. Breakfast is offered from 8:45 – 9:00 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.

SCHOOL PROGRAMS

Homerooms – Academic Program: While the Leo Bernabi School uses grade levels in referring to students and their placements, this does not mean that all students are learning the same skill or concept in the same way at the same time using the same materials. Our goal is to provide instruction so that a student can achieve mastery at each grade level in order to be a successful 21st Century learner. All of our children are heterogeneously grouped in their classrooms. They may be regrouped for instruction or special activities. Students may work with one teacher or a team of two, three, or four teachers depending upon the grade level organization and the student's independent work and study skills.

Special Subjects: Instruction is provided by specially certified teachers in Art, Instrumental and Vocal Music, and Physical Education. A certified Library Media Specialist implements the Library Program and the Enrichment Teacher implements our STEAM lab.

For the safety of our students within the PE setting, all children are required to wear sneakers on the days that they have physical education class. It is important that these children have clothes that are suitable for physical activities both indoors and outdoors (in the spring and fall).

No jewelry (rings, necklaces, earrings, watches, etc.) shall be worn by students during class for safety reasons. Students who wear earrings on PE days will need to be able to take them out on their own. ***Do not send your child to school on PE days wearing jewelry, particularly earrings as the school will not remove them and your child will not be able to participate in PE class.***

Support Services: Through the MTSS model and supported by our MTSS coach Mrs. Tammy Lopatka, students are provided with academic interventions at any of three tiers:

- Tier I: provided within the classroom setting by the classroom teacher.
- Tier II: provided either within the classroom setting or the reading/math centers by any of three providers: classroom teacher, teaching assistant, reading or math teachers.
- Tier III: provided within the reading/math centers by one of our reading or math teachers.

School-wide Enrichment: Enrichment opportunities are provided at the elementary level to inspire and challenge all students. Students' interest, 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, differentiated to challenge all students. In addition to differentiated classroom activities, enrichment clubs, activities and programs designed to expose students to a variety of topics are offered.

Bernabi also has an enrichment specialist, Mrs. Elizabeth Gurz, who helps her fellow teachers to include enrichment activities in their lessons, while also designing small group enrichment activities at each grade level. If you have any questions about our enrichment program, feel free to contact Mrs. Gurz at egurz@spencerportschools.org

ELEMENTARY HOMEWORK/GRADING PRACTICES

Grading: The elementary report cards are Standards referenced and these ratings measure progress towards the 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 and reflect a student's progress toward the standards at that time.

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, Bernabi 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 nd Grade	<ul style="list-style-type: none">• Not to exceed 30 minutes<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	<ul style="list-style-type: none">• Not to exceed 45 minutes<ul style="list-style-type: none">○ 30 minutes of reading each day○ Numeracy practice to develop math fluency○ Writing responses assigned by classroom teacher○ 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.

STUDENT PROGRESS

Conferences will be scheduled during the year to provide an opportunity for parents and teachers to share information. Through this contact, both home and school should be able to combine efforts to assist students in making progress toward meeting his/her goals. Two evenings and one morning session are specifically set aside when parents are scheduled for conferences, though conferences can be requested at any time by teachers or parents.

- **Thursday, January 11, 7:45-8:15 a.m.**
- **Thursday, January 11, 3:45-6:15 p.m.**
- **Thursday, January 25, 3:45-6:45 p.m.**

Every effort is made by each teacher to meet with parents of each child at least once during the school year. In addition, special conferences are arranged as needed and can be requested by either the teacher or the parents.

CURRICULUM NIGHT/OPEN HOUSE

In order to help parents and teachers become better acquainted early in the school year, our Meet and Greet is scheduled in September and our Open House/Curriculum Night will be in October. These events provide an opportunity to learn more about the school programs and the activities planned for various grade levels. The dates for these special events are:

- **Meet and Greet – Tuesday, September 5, – 2:00 – 3:00 p.m.**
- **Open House/Curriculum Night – Thursday, September 28, 6:00-7:30 p.m.**

FIELD TRIPS

School sponsored educational field trips provide valuable learning experiences for children. Field trips are scheduled which supplement the curriculum.

When field trips are scheduled, you will be notified in advance and written acknowledgment will be required for your child to participate. 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.

TEXTBOOKS

Students are responsible to the school for proper care of library books and textbooks and may need to pay for lost or damaged books. Each student will be required to return all textbooks issued to him or her when leaving the school or at the end of the school year.

BIRTHDAYS & CLASS CELEBRATIONS/PARTIES

An important reminder that for the safety of all students and with an awareness of allergies, Bernabi Elementary School engages in **food-free celebrations**.

The school and district worked collaboratively with parents during the last few years to review the growing concern for food allergies. While we are doing a number of things internally to support our staff with their understanding and ability to support known allergies, we also need your help to protect the safety of our students.

We hope not to discourage you from celebrating your child's birthday and ask that you consider the following items if you wish to set up a celebration with your child's teacher: bubbles, books, games, puzzles, pens, pencils, erasers or goodie bags with any other non-food items.

BEHAVIOR

Through the PBIS Model, Bernabi Elementary School promotes positive expectations for student behavior across three categories over a variety of settings: *be respectful, be responsible, be ready to learn*. If you have any questions about these expectations or how they are taught, modeled and reinforced, please reach out to our school counselors Ms. Chelsea Didas (grades pre-K – 2) and Ms. Allison Hendricks (grades 3 – 5).

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 they may be asked to stay off of the playground.

COMMUNICATION FROM SCHOOL AND 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, and e-mail as a starting point.

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, which looks like bi-weekly e-mails from the principal at minimum.

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.

SUPPLIES

Children will be asked to supply materials such as crayons, pencils, notebooks and other items necessary for the year's learning activities as specified by the homeroom teacher. Grade level supply lists are always available online at Bernabi's Website.

ATTENDANCE

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

1. Illness of pupil
2. Religious observances (1 day)
3. Required court appearance
4. Appointment with doctors, dentists
5. 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 they are ill. After being ill, students must be fever free (without fever reducers), free of vomiting and diarrhea and/or an antibiotic for 24 hours in order to return to school. For more details on common childhood illnesses and communicable disease guidelines, please visit our website- https://www.spencerportschools.org/district/health_services/exclusion_guidelines_-_communicable_disease

Attendance: If your child is not coming into school for any reason, please call our main office attendance line at 349-5450 to report the absence. You may also e-mail Julie Gilliard at jgilliard@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 if different from your last 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 8:55 am, which is when morning announcements begin.

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.

HEALTH SERVICES

Every school has a school nurse (a registered professional nurse or RN). Our nurse, here at Bernabi, is Mr. Michael Steinman—he coordinates health care in the school setting, attempts to stabilize and comfort a child during medical emergencies, requests 911 support and response, and contacts parents for all health-related matters. We also have an LPN on staff, Mrs. Tina Paternico.

Our nurses also provide first aid for all other immediacies, urgencies, and non-urgencies, as well as answers routine medical questions for parents, staff, and children. They provide medical care according to the medical regimen prescribed by the private health provider and/or school medical protocols, if private medical orders are not provided by the parent. Our nurses also perform and coordinate mandated NYS screenings, and advise parents on immunization and mandated physical examination requirements. Requests for regular or routine and ongoing medical care requires parent permission and a medical order from your primary care provider.

EMERGENCY SCHOOL CLOSING

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.

VISITORS

Parents and other visitors are required to report to the Greeter upon entering the building, where they will be asked for identification 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. Once the system populates with your license/identification, our greeters may approve future entry to familiar or frequent visitors manually and might not need you to show your identification.

For large events/assemblies, Bernabi 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.

With the exception of planned events (concerts, assemblies, etc), all visitations must be scheduled and communicated no less than 24 hours in advance. This will help us to ensure the safety of our students and our school by having our greeter prepared for your arrival. Anyone wishing to have lunch with a student family member must communicate this request in writing within the same 24 hour timeframe to allow the school the opportunity to identify a location/seating where you can enjoy a visit with your family member separate from other students.

All volunteers must be certified through our volunteer office. If you haven't completed our volunteer orientation or have any questions, please contact Christina Bowerman, our Community Programs Director at 349-5681 or at cbowerman@spencerportschools.org

Volunteer opportunities are at teachers' discretion, and not every teacher has opportunities within their classrooms. Any request for volunteers will come directly from teachers and they are responsible for notifying our greeter no less than 24 hours in advance.

This will allow teachers to communicate with our greeter so that the school is aware of and prepared for your arrival.

BUSES

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

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

Problems regarding behavior on the buses will be handled cooperatively by the bus driver, the transportation director and the school principal. 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.

PERSONAL BELONGINGS

Individual lockers are provided for student belongings. Children are responsible for personal articles of clothing. All clothing, sneakers, lunch boxes, etc. should be clearly labeled with your child's name.

The Lost and Found is located outside the cafeteria. If a loss is discovered, report it to the office immediately. This often makes it easier to locate the article(s).

Valuable articles such as jewelry, electronic devices, or unnecessary money should not be brought to school. The district does not have insurance to cover the theft of these articles and are not responsible for lost or stolen goods, including cell phones. As noted earlier, the school is not responsible for lost, stolen or damaged electronic devices (including cell phones), and students are not required to have them to engage in our instructional programming.

Sharp edged toys, knives, guns, and glass containers cannot be brought to school and may result in discipline proceedings pursuant to the Code of Conduct. This includes toy guns and knives.

Personal belongings left on the bus should be obtained from the bus driver or at the bus garage.

STUDENT SAFETY DRILLS

In conformity with national, state, and local requirements, every possible precaution is being taken to provide for the safety of the students in our school. Evacuation (fire) and other emergency drills are routinely practiced to enhance faculty, staff and student readiness for any real emergencies.

PARENT TEACHER ASSOCIATION

BPA Officers for 2023 – 2024 are:

President	Christie Cutaia
Vice-President	Kristin Cronk
Secretary	Kristi Morgan
Treasurer	Julie Fooks