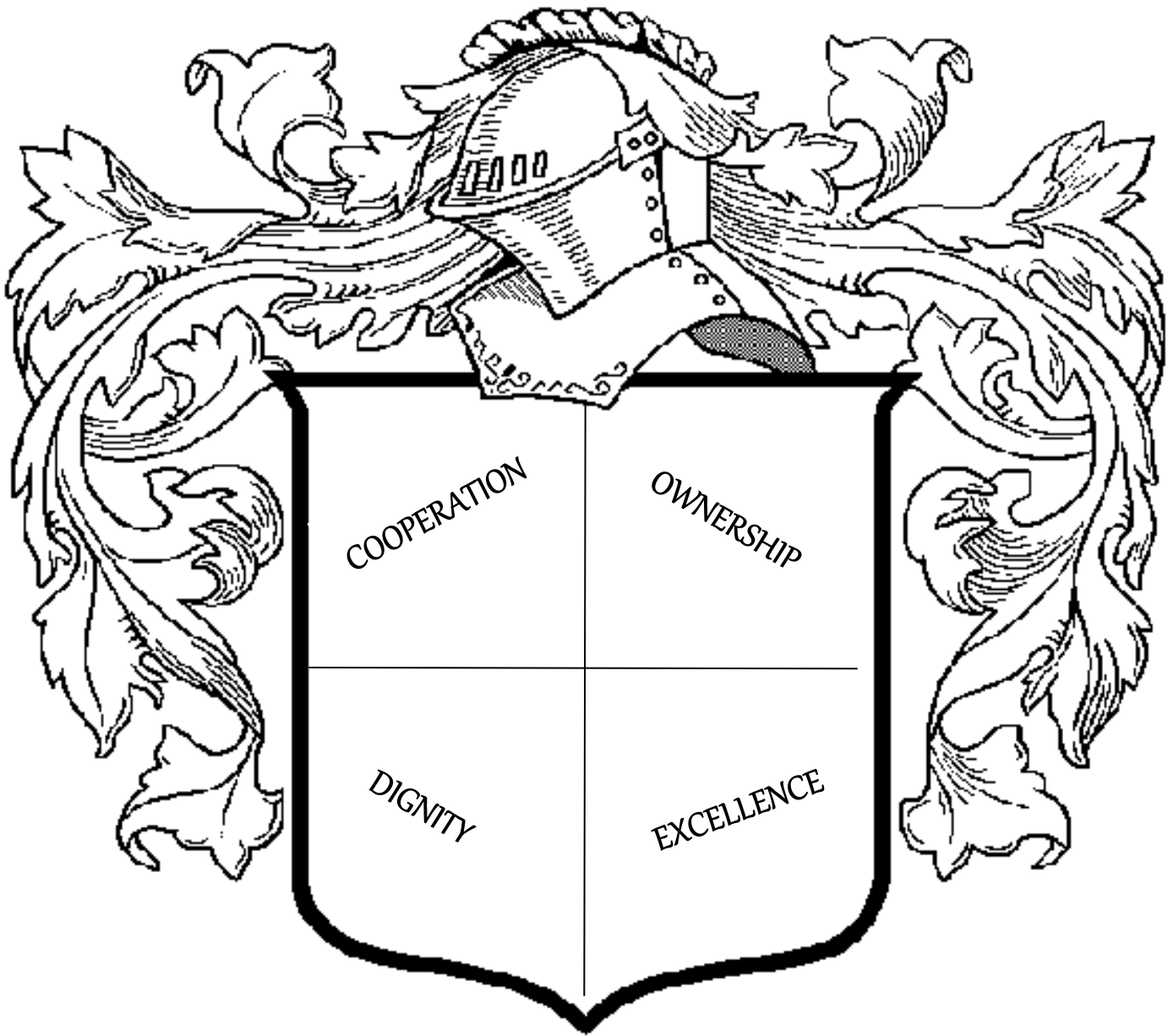


STALEY ELEMENTARY

2018-2019



FAMILY HANDBOOK

Staley Elementary Directory

Administration and Office Staff

Mrs. Kimmel-Gorman, Principal	338-5300
Mrs. Doria, Principal's Secretary	338-5302
Miss Aubertine, Assistant Principal	338-5312
Mrs. Pauba, Assistant Principal's Secretary	338-5312
Mrs. Carrick, Attendance	338-5317

School Counselor's

Mrs. Kopek	338-5325
Ms. McCabe	338-5337
Ms. Gordon	338-5315

School Psychologist

Mrs. Nolan	338-5308
Ms. Janes	338-5311

School Nurse

Mrs. Ceraulo	338-5319
Mrs. Beckwith	338-5314

Staley Elementary Lunch and Encore Schedule

All Rome Elementary Schools operate on a five-day schedule. The first day of school will be a “Day 1” and the schedule will rotate through Days 1-5. Only when school is in session will count in the rotation; vacation days and snow days do not count. Most aspects of the school’s schedule will be based on this five-day rotation, such as specials and academic services. Throughout the school week will attend PE twice a week, Music twice a week, and Art once a week. Specific classroom schedules can be obtained by the classroom teacher. We do ask that students wear sneakers on days that they have PE. Acceptable sneakers must have tie strings or a velcro closure. Slip-on sneakers do not provide support and can come off too easily. Sneakers are not to have a heel or platform or large nubs that can “catch”.

Specific grade level lunches are listed below. Parents are welcome to come eat lunch with their child at their convenience. If you would like to eat lunch with your student, please send a note to the classroom teacher letting him/her know to be expecting you. As with all visitors, parents must sign in at the front office prior to going down to the lunch room.

Lunch Schedule	
Grade	Time
2	10:50-11:20
1	11:00-11:30
K	11:25-11:55
3	11:35-12:05
4	12:00-12:30
5	12:10-12:40
6	12:35-1:05

ROME CITY SCHOOL DISTRICT

ADMINISTRATIVE OFFICES
409 BELL ROAD, ROME, NEW YORK 13440 PHONE: 315.338.6500 FAX: 315.338.6526

Mission Statement...

"The Rome City School District is a diverse and innovative educational community that believes through both words and actions that all students can learn and be successful. Education in the Rome City School District provides continuous academic and social growth from Pre-K to graduation, ensuring that students are life-long learners, productive citizens, and members of the global economy."

2018-2019 STUDENT PROGRAM CALENDAR

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		30				

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22*	23*	24*	25*	26
27	28	29	30	31		

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- SUPERINTENDENT'S CONFERENCE DAYS..... SHADED
- EARLY DISMISSAL/ELEM. PARENT/TEACHER CONFERENCE DAYS PREK-6..... †
- EVENING CONFERENCE..... ‡
- ELEMENTARY HALF DAY..... ¶
- PREK-8 HALF DAY..... ¶
- REGENTS EXAMS (RFA ONLY)..... ¶
- REGENTS EXAMS..... ¶
- RATING DAY..... ¶
- REA GRADUATION DAY..... ¶

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		30	31			

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18*	19*	20*	21*	22
23	24*	25*	26*	27	28	29
		30				

FIRST DAY OF SCHOOL SEPTEMBER 6	~ BUDGET VOTE ~ TUESDAY - MAY 14, 2019
LAST DAY OF SCHOOL STUDENTS - JUNE 25 STAFF - JUNE 26	TOTAL STUDENT DAYS180 TOTAL STAFF DAYS185

- STUDENT VACATION DAYS
- SEPTEMBER 3.....LABOR DAY
- OCTOBER 8.....COLUMBUS DAY
- NOVEMBER 12.....VETERAN'S DAY
- NOVEMBER 21-23.....THANKSGIVING RECESS
- DECEMBER 24-JANUARY 2.....WINTER RECESS
- JANUARY 21.....MARTIN LUTHER KING DAY
- FEBRUARY 18-22.....MID-WINTER RECESS
- APRIL 19.....GOOD FRIDAY
- APRIL 12-22.....SPRING RECESS
- MAY 27.....MEMORIAL DAY

KEY: RECESS/VACATION DAYS SUPERINTENDENT'S CONFERENCE DAYS REGENTS Final 5/3/18

Staley Calendar of Events

- September:** 7th - C&H Fall Fundraiser Kickoff (fundraiser 9/7-9/21)
11th – Staley PTG Meeting and Officer Elections
24th-28th – SPIRIT WEEK! (RFA Homecoming 9/28)
25th - Staley Open House
28th - School Pictures
- October:** 9th - Staley PTG Meeting
17-24th - Fall Scholastic Book Fair
18th - Book Fair Family Night/Harvest Event
22nd–Nov 2nd – Spirit Wear Sale
31st - Halloween Celebration
- November:** 2nd - Picture Retakes
8th – K-2nd Grade Superhero and Princess Ball
9th – Veteran’s Day Celebration
13th - Staley PTG Meeting
15th - America Recycles Day
- December:** 6th–11th Student Holiday Shop
11th - Staley PTG Meeting
11th – An Evening with Santa Holiday Family Event
13th - Holiday Concert
- January:** 8th - Staley PTG Meeting
31st – 3rd and 4th Grade Dance – Winter Whiteout
- February:** 12th - Staley PTG Meeting
100th Day Celebration (date TBD based on used snow days)
28th - Staley Science Fair/STEAM Night
- March:** 1st - One School/One Book Kickoff
12th - Staley PTG Meeting
22nd – Staley Basket Raffle
TBD - One School/One Book Culminating Event
- April:** 9th - Staley PTG Meeting
11th - Staley Talent Show
23rd - Earth Day Celebration
26th - Arbor Day
29th – Spring BOGO Book Fair Begins
- May:** 2nd – Family Fitness Night/Book Fair Family Night
3rd – BOGO Book Fair Ends
6-10th - Teacher Appreciation Week
12th - Staley PTG Meeting
17th – 5th and 6th Grade Dance
30th - Spring Concert
- June:** 11th - Staley PTG Meeting
14th – Flag Day Celebration
19th - Staley FUN DAY!
24th- 6th grade Moving Up

School Arrival and Dismissal Procedure

The school day begins at 9:10 and ends at 3:10. All walkers and students being transported by car will enter and exit through the front of the building. During arrival and dismissal times there is NO PARKING at the front of the school. In the morning, this zone is a “Kiss and Drop” zone and in the afternoon it is a “Kiss and Pick Up” zone. Families are asked to drop off/pick up their students quickly to keep the traffic flowing. We appreciate your understanding and assistance with these procedures.

All students being transported by bus will utilize the entrance at the side of the building for both arrival and dismissal. On-bus rules require all children follow the directions of the bus driver and monitor. Students should remain seated and keep hands and feet out of the aisle. Voices should be kept at a normal speaking volumes and food and drink is prohibited from the bus.

We understand that occasionally changes may need to be made to your student’s dismissal routine. Please contact the office prior to 2:55 so we can get messages to your child’s teacher. If a bus change needs to be made, parents and guardians must provide a WRITTEN REQUEST in order for bus changes to be honored. Phone calls requesting a change in bussing will not be honored without written permission.

If you have any questions concerning the bus schedule and/or times of pick-up and drop-off please call Birnie Bus at 315-336-3950.

Breakfast and Lunch

Breakfast is served every morning from 8:40-9:10. Students enter the building and head to the cafeteria where they sit and eat breakfast. Once they are done they may go to the gym for activities or the auditorium to watch a movie. They will be dismissed from the gym or auditorium at 9:05 when the first bell rings.

Each student will have an account in the cafeteria and an assigned “lunch number.” Students can pay for lunch each time they buy, or can pre-pay in the cafeteria or on www.myschoolbucks.com. For student accounts in good standing, pre-payment of \$50.00 will include an extra \$5.00 added to your child’s account.

Free/reduced price lunch is available for families who meet income requirements. Applications are available in the school cafeteria or on the district website. These applications must be re-filled each school year. Contact the district Lunch Office at 338-6555 with questions.

Prices:

Lunch: \$1.90

Reduced Price Lunch: \$0.25

Milk: \$0.50 (for every child)

Ice Cream: \$0.75

Attendance, Tardy, and Early Dismissal Procedures

It is important to us that students arrive to school on time and remain at school for the entire length of the school day.

We realize that there will be times when your child is sick and will need to stay home from school. If your child is absent please contact the attendance office. A written excuse from parents should be turned in once the student returns to school.

We also understand there will be times when your student arrives late and/or leaves early due to an appointment, illness, etc. When possible, we ask that you schedule appointments outside of the school day. If your child should arrive to school after 9:15 am, you will need to sign him/her in at the Attendance Office. Mrs. Carrick will send your child to class. We ask that parents not walk their children to class, as this is a disruption to student learning. Thank you in advance for your cooperation.

Should you need to pick your child up for an appointment, you will need to sign him/her out at the Attendance Office. Remember to bring your ID, as this will be needed to sign your student out. When you arrive, Mrs. Carrick will call your child's classroom to have him/her sent to meet you. Students will not be sent down to the attendance area to wait for an early pick-up. It is extremely helpful to send a note to school with your child indicating the approximate time that you will be picking him/her up. This assists staff in having your child ready for you, especially if they are at lunch, recess or a special.

There will be **NO EARLY DISMISSAL AFTER 2:55**. This time of day is very hectic as students are preparing for dismissal. If you arrive after 2:55 to pick up your child you will be asked to wait in the car line. We appreciate your understanding.

Visitors

Upon entering the building, all visitors must sign-in at the main office and will receive a visitor's pass. Again, you will need your ID to receive a pass. There will be **NO EXCEPTIONS**.

Snow Days, Delays, Early Dismissals, and Emergency Closing

Announcements of school closing early or delayed openings are made through the news media, generally beginning at 6:00 am. In some instances, it may be necessary to make announcements as late as 6:30 am. Since decisions on closing have to be made very early in the morning and weather conditions may change before students actually begin traveling to school, the ultimate decision on safety or travel conditions for students rests with the parent/guardian.

Listen and watch carefully for delayed openings and school closings. Please do not send children to school if they are not supposed to be there. This is not safe due to weather conditions and lack of supervision.

Staley Elementary Modified Schedule

Type of Day	Start Time	Dismissal Time
Regular School Day (Breakfast 8:30-9:10)	9:10	3:10
One Hour Delay (No Breakfast Served)	10:10	3:10
Two Hour Delay (No Breakfast Served)	11:10	3:10
Half Day	9:10	12:40

Snacks and Parties

The students at Staley have classroom parties for Halloween, Winter Holidays, and Valentine's Day. For each of these parties students will be asked to bring in \$1 to help fund refreshments for classroom celebrations. All party treats will then be provided by the school.

Parents are welcome to bring in treats for student birthdays. We ask that all birthday treats be pre-packaged and that parents coordinate with the classroom teacher prior to the event.

Blanket Permission Form

Students may attend field trips in or around Rome. In the event of a field trip, the classroom teacher will notify families of the date of the field trip and specific details pertaining to the trip. By signing the form saying you have reviewed this handbook, you are granting permission for your child to attend field trips in or around Rome. If a field trip is outside the Rome area, you will be notified by the classroom teacher. If, at any time, you wish that your child NOT attend a specific field trip please notify the classroom teacher in writing.

Student Health

If a child becomes ill or injured at school, he/she is to report it to the teacher as soon as possible. If it becomes necessary for a student to be sent home for treatment or there is an emergency, the school nurse will notify the parent. Due to this, please make sure the school nurse has a current phone number at all times.

Please note, if your child has a fever, the temperature should be normal for 24 hours before your child returns to school. If the child vomits after his/her normal bedtime, he/she should stay home the next day. Colds and constant coughing or fever are also reasons that your child should be kept home.

The nurse is frequently asked about giving medications at school. If a physician requires that a student take medicine throughout the school day:

1. The nurse must have on file a written request from the family physician, in which he/she indicates the medicine, frequency, and dosage of the prescribed medicine.
2. The nurse must have a written request from the parent to administer the medication, as specified by the family doctor.
3. The medication must be delivered to the school nurse by a parent/guardian, preferably in a bottle labeled by the pharmacist with the drug name, dosage and frequency as ordered by the physician.
4. No medicine, either prescription or over-the-counter, should be given to the child to take him/herself.

School-wide Expectations

Action	Hallway	Bathroom	Cafeteria	Auditorium	Bus	Food Line	Playground	Classroom (example)
C Cooperation	Accept your place in line Stay in line	Keep bathroom clean Report any problems to an adult	Stay in your seat Follow adult directions	Quickly find your seat and sit down Remain seated until dismissed	Follow adult directions Find your seat quickly and quietly Talk quietly with seatmate	Accept your place in line Make your choices quickly	Follow adult directions Be a good sport	Listen when others are speaking (level 0) Work respectfully with others Follow adult directions
O Ownership	Keep hands and feet to self Go directly to destination	Wash your hands with soap and water Exit quickly	Keep your area clean Take responsibility for your actions	Remain quiet during performance or presentation Clap when appropriate	Keep the bus clean Keep hands and feet to yourself Take all of your belongings when you exit	Be prepared with your account number	Use equipment properly Put away all equipment Play safely	Be prepared with all materials and assignments Be on time
D Dignity	Respect the space of others Use voice level 0	Respect the privacy of others Use voice level 1	Say "Please" and "Thank You" Use voice level 1	Sit up, back straight, feet on the floor Give full attention to the stage Use voice levels 0 to 1	Greet your driver Use kind words Use voice level 1	Say "Please" and "Thank You" Use voice level 1	Use kind words Include others Use voice levels up to 2	Always do your best Actively participate in class
E Excellence	Walk at all times Keep both feet on the ground	Respect school property	Walk at all times Be kind to everyone	Enter quietly Be a respectful audience member	Remain in seat until bus arrives at your stop/school Thank your driver as you exit	Take all necessary items (straw, silverware, napkin, food)	Use a voice level 0 when entering and exiting the building	Take pride in your work Advocate for yourself

Electronic Devices

We understand that many students carry cell phones to school for safety reasons, either before or after school. With parent permission, students can bring cell phones to school. We ask that any cell phone that is brought to school remain turned off and in a student's backpack during the day. As you can imagine, cell phones in class can create distractions to the learning environment and are vulnerable to theft. Phones brought to school may not be used to talk, take pictures, play games, record or text during school hours.

Parent permission to carry a phone must be on file in the school office. If a student violates the cell phone policy, they will be issued the following consequences:

First Infraction-Students will have their cell phone taken away and returned at the end of the day.

Second Infraction-Students will have their cell phone taken away and locked up in the office until a parent can come to school to retrieve it.

Third Infraction-Students cell phone privilege will be revoked.

** Please note that if a student cell phone is used for any egregious act, cell phone privileges will be revoked immediately.

We ask that you review these policies with your student and help them to understand that carrying a cell phone to school is both a responsibility and a privilege. Rome City School District is not responsible for lost, damaged, or stolen cell phones.

If your student needs to bring a cell phone to school for safety reasons, please request a cell phone agreement form at the front office and return to the assistant principal's office.