



# **Elbridge Elementary School Student and Parent Handbook 2023-2024**





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Dear Families and Friends,

It is my pleasure to welcome you to the start of another school year! Elbridge Elementary is a great place to learn and grow. At the beginning of a new school year I always find myself filled with excitement, promise, and gratitude. I look forward to the different opportunities in store to collaborate with the families of Elbridge Elementary.

Elbridge Elementary is proud of some long-standing traditions that are alive today. Students and staff members are committed to our SOAR program. Safety First, Offer Respect, Acts of Kindness, and Responsibly are the pillars that guide our building-wide behavior recognition program. We will continue to celebrate and acknowledge students during our monthly assemblies, during special events and concerts, as well as during our day-to-day routines.

Our school is committed to excellence in academics. We use evidence-based best practices in all subject areas. Explicit instruction in the areas of phonological and phonemic awareness, phonics, fluency, vocabulary, and comprehension are present during ELA instruction. During mathematics, explicit instruction also plays an important role along with the use of visual models, collaborative group work, and productive struggle. We meet the needs of all learners with our WINN model (What I Need Know) in Kindergarten through Third grade.

At Elbridge Elementary we continue to be committed to our district mission: Cultivating the BEST in personal growth and achievement. It is going to be a great school year at Elbridge Elementary!

Love,  
Mrs. Bastian



<b>EE Main Office</b>		<b>Phone Number</b>
Brooke Bastian	Principal	(315) 689-8540 ext. 4001
Peggy Bennink	Main Office Secretary	(315) 689-8540 ext. 4003
Amanda White	Main Office Secretary	(315) 689-8540 ext. 4002
<b>Health Office</b>		
Lindsay Handley	School Nurse	(315) 689-8540 ext. 4010
<b>Student Support Services</b>		
Nikki Bloodgood	School Counselor	(315) 689-8540 ext. 4013
Rob McIntyre	School Counselor	(315) 689-8540 ext. 4012
Dawn Willenborg	School Psychologist	(315) 689-8540 ext. 4018
Dennis Burlingame	School Resource Officer	(315) 689-8540 ext. 4006

<b>District Office</b>		<b>Phone Number</b>
James Froio	Superintendent of Schools	(315) 689-8500 ext. 5001
RJ Hartwell	Assistant Superintendent for Business	(315) 689-8540 ext. 5114
Nina Baker	Director of Curriculum and Instruction	(315) 689-8500 ext. 5030
Colleen Frawley	Director of Special Programs	(315) 689-8500 ext. 5042
Diane Miano	Director of Transportation	(315) 689-8500 ext. 5601
Bill Vita	Food Services	(315) 689-8500 ext. 5701



## **Arrival and Dismissal Schedule**

Parent Transport Drop Off	9:00 AM
Bus Arrive/Unload	9:10 AM
Parent Transport and Busses Dismissed	3:40 PM

**Students dropped off after 9:20 AM are considered late and must be checked in by an adult in the Main Office. Park in the center lot and walk your student across to the school. Thank you in advance for your cooperation.**

### **Arrival**

- Parents will enter lot from Route 5
- Vehicles will drive clockwise around parking lot loop
- Parent drop-off will start at 9:00 a.m.
- Students will be escorted to their classrooms
- Buses will dismiss students following parent drop-off, at 9:10 a.m.

### **Dismissal: Bus transport and parent transport students will be dismissed at the same time by grade level**

- Parent pick-ups will arrive no later than 3:25 p.m., with official dismissal at 3:40 p.m.
- Busses depart once loaded
- Parents will be directed out the front lot after busses depart

### **Student Sign-Out**

Students who must leave early for an appointment should bring a *signed, written note* from their parent/guardian to the main office. The note should include the time of dismissal, the reason for dismissal, and the name of the person who will pick up the student. All students must be signed out via the main office. For the safety of your child, everyone is required to show ID.

- In the interest of student learning, please try to schedule student appointments outside of the school day whenever possible.
- Do not park in front of the school. Park in the center lot and walk across to the school to sign your student out of the main office.
- To respect our teachers' end of the day routines and schedules, as well as critical instructional time for students, students should not be checked out during the final 30 minutes of the day.



- Any changes to the end of the day transportation must be made to the main office by 2:30pm to ensure that the students' teachers and the transportation office are properly notified.

### **Birthday Celebrations**

Birthday celebrations are permitted, please check with your child's classroom teacher regarding food restrictions. Food items must be store-bought and individually wrapped.

### **Absences/Attendance Procedures**

It is the parent's responsibility to contact the Main Office each morning that your child is absent or tardy from school. If a phone call has not been made, a written excuse for the absence(s) is required upon the student's return. This excuse should state the date(s) of the absence(s), the student's name, grade, teacher, and a brief description of the absence. It must also be signed by the parent or guardian. This excuse is sent to the Main Office. Failure to submit an excuse via telephone or written note will be regarded as an illegal absence.

Good attendance is directly related to scholastic success. Chronic absence from school, which is defined as missing at least ten percent of enrolled days, warrants our urgent attention because it diminishes successful student outcomes and undermines learning. Please know that you will be notified if your child misses 10% of school, which includes excused absences, unexcused absences, and late entry to school. Parents are responsible for their children's regular attendance and punctuality.

### **Breakfast & Lunch**

All students enrolled at Jordan-Elbridge Central School District are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

All info regarding food services such as menus and links to Myschoolbucks (the online payment site) can be found on the food service page below.

<https://www.jecsd.org/districtpage.cfm?pageid=1477>

### **Health Office Information**

**Illness:** Parents will be asked to pick up their child if a health problem occurs at school. A student with a temperature of 100° or higher, vomiting, or severe diarrhea should remain at home. The school nurse is available for consultation and may be contacted at 689-8540 ext. 4010.

**Immunizations:** Before entering school, NYS Law requires all students to have immunizations against polio, measles, rubella, mumps, diphtheria, hepatitis, and



chicken pox. The only exceptions are a certificate from a physician showing that the immunizations would be detrimental to the health of the child.

**Medication:** Students are not permitted to carry any medication to and from school. The school nurse is authorized to administer medication when a written order is provided and signed by both the physician and the parent. Parents must bring the medication to school in a pharmacy container. Any notification of a change in dosage must be accompanied by a written request signed by the physician and the parent. To be excused from PE class, a student is required to have a written release signed by the physician.

(Note: An excuse from PE also means the student will not be allowed to participate in gross-motor recess activities, such as running and jumping.)

**Physicals:** A child is required to have a physical examination by the family doctor prior to entering Kindergarten. Physical examinations are also required of students at the even numbered grade levels. Physicals are required New York State School Health Examination Form are required by New York State Education Law for grades Pre-K, K,1,3,5,7,9 & 11.

<https://www.p12.nysed.gov/sss/documents/health-exam-form.pdf>

## **Visitors to Elbridge Elementary**

We welcome families and community members to visit our building. Our expectation is that all visitors are mindful of our school as a place of learning and that the policies and procedures for Elbridge Elementary are respected. Administrators are responsible for all visitors and the following expectations apply:

- A visitor is anyone who is not a student or regular staff member.
- It is an expectation to make an appointment if you wish to visit the school.
- Visitors must report to the Main Office upon arrival, show ID, register, and display name tags for the duration of the visit.
- Unauthorized visitors will be reported to administration and will be asked to leave. Law enforcement may be notified, if necessary.
- All visitors must abide by the rules for public conduct contained in the Code of Character, Conduct and Support.
- No classroom visitors from 8:15 am—3:45 pm unless pre-arranged with the teacher and Principal. A background check and Board of Education approval may be required.
- Visitors are not invited to visit classrooms or the lunch room during the regular instructional school day.
- Visitors are welcomed to attend all school functions open to the public.



## **Report Card Schedule**

Marking Period One	November 17th, 2023
Marking Period Two	February 2nd, 2024
Marking Period Three	April 12th, 2024
Marking Period Four	June 25th, 2024

## **Communication/ParentSquare**

Communication between parents and school staff is essential to building a safe, dynamic learning environment with strong home-school-community partnerships. Be sure to regularly connect with your child's teacher through email and phone. JECSD will use ParentSquare for regular and ongoing communication with parents. Conferences can also be very powerful ways for teachers and parents to communicate important student learning needs.

The ParentSquare platform has replaced Remind and School Messenger this school year. ParentSquare is a more comprehensive communication platform that allows communication at the district and building levels to occur all from one place. You will need to download the ParentSquare App. You will have more choices within the app to determine settings for communication that work for you and your family.

## **Art, Physical Education, Music, STEM, and Library**

All students receive instruction in art, physical education, STEM (Science, Technology, Engineering and Mathematics), and music on a five-day rotation schedule. Students meet for physical education twice during the week. The library is open for students to visit and take out books once per week.

## **Electronic Devices**

**Students are not permitted to use personal cell phones, pagers, iPods or MP3 players, handheld video games, lasers or other personal electronic devices at school.** If your child needs to call home, they may be allowed to use the phone in the main office. Before you or your child chooses to allow such an item on school grounds, please consider the financial loss if the item is lost or stolen. If your child is seen using a prohibited electronic device, they will be warned to put it away. Any subsequent incidences of using a prohibited electronic device will result in discipline, and the device will be brought to the Principal's Office. Parents will be responsible for picking up the device from school.



## **Student Behavior/Code of Character, Conduct and Support**

All our students must be assured that they will be treated in a fair, consistent, and non-discriminatory manner. We must ensure that all students have what they need to be academically successful. Elbridge Elementary recognizes that behavior is communication of a skill set or lack thereof. The school treats each student and situation on an individual basis with respect and dignity. You will soon be able to view our new school Code of Character, Conduct and Support here:

## **2023-2024 EE PTO**

The Parent-Teacher-Organization is made up of a group of dedicated parents working to bring the best education experience possible to the students of Elbridge Elementary. We welcome all who would like to join us at our meetings or volunteer at any of our functions. Meetings are held at Elbridge Elementary. We appreciate ideas for events we can hold during the school year.

President - Katie McCarthy  
Treasurer - Amy Schafer  
Secretary - Caitlyn Primiano  
Principal - Brooke Bastian

## **Emergency School Closings**

When it is necessary to delay or close schools because of bad weather, power failure or some other emergency, the information will normally be announced by 6:30 a.m. via phone, text and/or email on JE's alert system, Parent Square, as well as radio, TV and websites of local media.



## SOAR - Positive Behavior Intervention and Supports (PBIS)

Elbridge Elementary is a PBIS school. PBIS emphasizes using functional assessment and positive approaches to encourage good behavior. Listed below are the behavioral expectations for students:

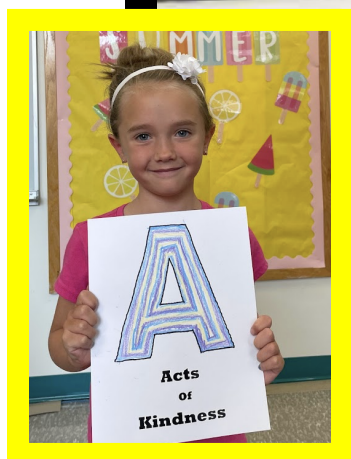
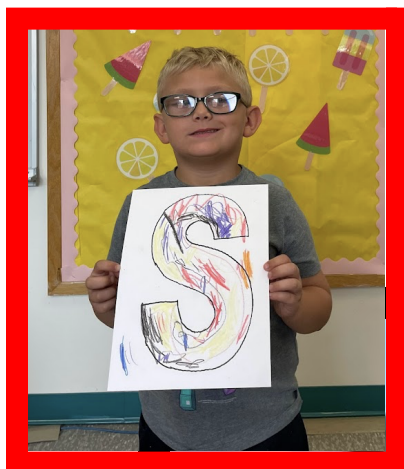
S - Safety First

O - Offer Respect

A - Acts of Kindness

R - Responsibility

Matrix	Safety First	Offer Respect	Acts of Kindness	Responsibility
Cafeteria	<ul style="list-style-type: none"> <li>Always Walk</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Manners Matter</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> <li>Include everyone!</li> </ul>	<ul style="list-style-type: none"> <li>Eat your lunch</li> <li>Clean up after yourself</li> </ul>
Classroom	<ul style="list-style-type: none"> <li>Always Walk</li> <li>Use learning tools safely</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Follow classroom rules</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> <li>Include everyone!</li> </ul>	<ul style="list-style-type: none"> <li>Be ready to try your best</li> <li>Focus on learning</li> </ul>
Hallway	<ul style="list-style-type: none"> <li>Always Walk</li> <li>Eyes forward</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use a level 2 whisper voice</li> </ul>	<ul style="list-style-type: none"> <li>Consider others who are learning</li> <li>Be nice and help each other</li> </ul>	<ul style="list-style-type: none"> <li>Stay with my teacher</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>Always Walk</li> <li>Wash hands with soap for 20 seconds</li> </ul>	<ul style="list-style-type: none"> <li>Be clean</li> <li>Be quiet</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> </ul>	<ul style="list-style-type: none"> <li>Flush and wash</li> <li>Keep it Clean</li> </ul>
Playground	<ul style="list-style-type: none"> <li>Use equipment safely</li> <li>Listen for the line up call</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Share equipment</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> <li>Include everyone!</li> </ul>	<ul style="list-style-type: none"> <li>Have fun!</li> <li>Keep it clean</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>Always Walk</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Use level 2 voice when waiting - Level 1 during presentation</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> <li>Include everyone!</li> </ul>	<ul style="list-style-type: none"> <li>Listen to the speaker</li> <li>Stay with my class</li> </ul>
Field Trip	<ul style="list-style-type: none"> <li>Always Walk</li> <li>Stay with group</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Manners Matter.</li> </ul>	<ul style="list-style-type: none"> <li>Be nice to one another</li> <li>Include everyone!</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules at destination</li> </ul>





# JORDAN-ELBRIDGE CENTRAL SCHOOL DISTRICT 2023-2024

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

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

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

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

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

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

= School Not in Session  
 = P/T - Parent/Teacher Conf.  
 = Pay Period  
 = JETA Only Pay Period

## Holidays

- August 30 - Supt./ Staff Development Day
- August 31 - Supt./ Staff Development Day
- September 4 - Labor Day
- September 5 - First Day of School
- September 15 - Half Day for Students
- October 9 - Columbus Day
- November 10 - Veterans Day
- November 17 - Elementary & M.S. P/T Conferences
- November 20 - Supt./ Staff Development Day
- November 20-24 - Thanksgiving Recess
- December 25- January 1 - Christmas/New Year's Recess
- January 15 - Martin Luther King Day
- Jan. 23-26 - Regents Exams (9-12)
- February 19-23 - Mid-Winter Recess
- March 15 - Supt./ Staff Development Day
- March 29 - Good Friday
- April 22-26 - Spring Recess
- May 24 & 27 - Memorial Holiday
- June 4, 14, 17, 18 - Regents Exams (9-12)
- June 13 - Last Day of Classes for at High School
- June 19 - Juneteenth Holiday
- June 20, 21 & 24-26 - Regents Exams (9-12)
- June 25 - Last Day of Classes for 3 YP - 8
- June 26 - Last Reporting Day for 10 Month Local 200 Staff
- June 27 - Rating Day/Last Reporting Day for JETA
- June 28 - Graduation Day

Instructional Days	
September	19
October	21
November	15
December	16
January	21
February	16
March	19
April	17
May	21
June	16
Student Days	181
Staff Dev./Rating	5
Total Teacher Days	186

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

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

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

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

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

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

= All Offices Closed  
 = Rating Day  
 = Supt./Staff Dev. Day  
 = Half Day for Students



## **NOTES**