

Stokes Elementary School Handbook



2019-20

Mrs. Miller, Principal

**9095 Turin Road
Rome, NY 13440
(315) 334-1220
(315) 334-7399 (fax)
www.stokes.romecsd.org**

Stokes Elementary School

Vision and Mission Statements

VISION

Soaring to great heights of character and learning.

MISSION

We at Stokes Elementary School will provide the opportunities for students, staff, families and community to develop a sense of ownership, spirit and pride in our school.

As a learning community our goal is to inspire shared participation and mutual responsibility so that our community continues to grow as life long learners.

Our nurturing environment will ensure growth, tolerance and respect for all in order to become successful citizens.

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Important Phone Numbers

Main Office- 315-334-1221

Nurse- 315-334-1234

Cafeteria- 315-334-1229

Transportation - 315-338-6550

Time Schedule

School Hours: 9:10 am-3:10 pm

Breakfast Available: 8:45 am -9:10 am

2 hour delay: School begins at 11:10 am, no breakfast served;
doors open at 11:05am for all students

Day 1-5 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 days 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.

Code of Conduct

Stokes students are expected to follow the Rome City School District Code of Conduct at all times. Our district’s Code of Conduct can be found on the Rome City School District website: www.romecsd.org

School Rules

The Stokes School vision statement is “Soaring to great heights of learning and character.” Each morning on the announcements we emphasize our Stokes Challenge: Use kind words. Do kind acts. Include others. Always be a good friend. Each student is expected to emulate this statement daily. Individual teachers have their own classroom rules, procedures, and behavior/discipline plans, which are explained each year at Open House. The use of **personal** electronic devices (i.e. – cell phones, iPads, electronic games, iPods) during school hours is prohibited.

Discipline

Students who repeatedly break school or classroom rules may be given a range of consequences. Some examples of consequences include: warning/reprimand, lunch detention, privilege restriction, time-out, in-school suspension, bus suspension or out of school suspension.

Dignity for All Students Act

New York State’s Dignity for All Students Act (DASA) seeks to provide the State’s students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. For more information, please go to: www.p12.nysed.gov/dignityact. There is also more information on the district website: www.romecsd.org



Security Procedures

All school doors are locked at all times during school hours. A doorbell is available at the main door, where parents can be let in from the Main Office. All visitors **must** sign in at the Main Office. Please be advised that parents are not permitted to visit classrooms during the school day without prior permission from your child's teacher.

Emergency Drills

While we hope that none of these situations ever arise, it is important for our students to know what to do in an emergency. Therefore, each year we have eight fire drills and four lockdown drills.

Emergency Contact Information

Directory information is verified yearly via the Demographic Information sheet sent home with your child the first week of school. This form is also used for press release permissions. If you do not wish for your child's name and/or picture to be published in the media, please send a letter to the school as well as to the superintendent's office. Please return this completed form with your child each school year. If you have a change in address, phone number, or emergency contact information during the school year, please contact your child's teacher as well as the Main Office as soon as possible.

Snow Days/Weather Delays

In the event of inclement weather, the Rome City School District may declare a snow day or two hour delay. There are several ways that you can be notified: local television/radio stations, an automated phone call or text message from the school district, and the district's website or facebook page. If you do not receive an automated call and would like to, please contact Roxanne Whipple at (315) 338-6569 .

Specials

Students at Stokes participate in a variety of encore courses during each five-day cycle: Art, Music, Physical Education, Library, and Computer. Each class will have a different schedule for their specials; this information will be provided by teachers so you can help your child be prepared.

A few notes on specials:

- Physical Education: Sneakers are **required** for every class. Please make sure your child wears sneakers on his/her scheduled days.
- Library: Students will be allowed to check out 1-2 books from the Library each week, depending on their grade level. Students must return checked out books before they are allowed to check out additional books. If books are not returned, or are returned damaged, a bill will be sent home so that a replacement can be purchased.



Bus Procedures

Buses arrive and unload beginning at 8:45am. Students who eat breakfast at school will go to the cafeteria. All other students will enter the building and report to the cafeteria (K/1) and gymnasium (Grades 2-6) to socialize with peers until the bell rings.

At the end of the day, students are dismissed to their buses at 3:10pm. Staff members are available to assist students.

Drop Off/Pick Up Procedures

For morning drop offs, we will use the front entrance by the main office. Student may enter the building @ 8:45am. We ask that you use the sidewalk or the designated crosswalk to escort your child to the front entrance each morning.

Due to safety reasons, at the end of the school day parent pick up door will be located on the north end of the school near the library entrance. Please arrive no later than 3:05pm. Our goal is to have car riders dismissed before the buses leave school property. You may park in the front of the school sign or in the side lot by the soccer fields. At 3:05pm, cones are placed outside by the dumpsters to ensure no drivers come in and out of the library side lot while car riders are being dismissed. By 3:10pm, cones are removed and vehicles may exit the library side lot. If you do not want to be detained, please park toward the front of the school.

Students who are picked up from school should bring a note to their teacher at the beginning of **each** school year indicating that they will be a parent pickup, rather than a bus student. Staff members will be visible at the parent pick up door near the library entrance to ensure that students are released safely to their parent or guardian.

Please be sure to send in a written note to school in the morning if there is a change in pick up procedures. It gets very hectic at the end of the school day so please do not call with changes unless it is an emergency.

Late Arrival/Early Dismissal

It is important that students arrive to school on time each day, and remain at school for the entire school day. However, we realize that there will be exceptions when your child will need to sign in to school late and/or leave early due to an appointment, illness, etc.

- If your child arrives to school **after** 9:15 am, you must sign your student in at the Main Office. Mrs. O'Connell will send your child to class. We ask that parents **do not** walk their children to class, as this is disruptive to teachers and classrooms.
- If you need to pick your child up early for an appointment, you will need to sign him/her out at the Main Office. When you arrive, Mrs. O'Connell will call your child's classroom to have him/her sent to the Main Office to meet you.
- Please send a note with your child with the time that you will pick him/her up. This will assist staff in having children ready, especially if they are at lunch, recess, or a special.

Changes in Pick Up/Bus

If your child has an unexpected change in their dismissal procedure, such as getting picked up instead of riding assigned bus, riding a different bus due to child care reasons, or being picked up by a different adult, please send in **written notification** with your child. If the main office does not receive the note, your child will be dismissed via their typical procedure (bus/pick up) on file.

Notes from the School Nurse

- A form for medical information will be sent home. Please fill out front and back and return to our nurse's office.
- New students need to bring immunization records when they register for school. Each grade level has a required series of immunizations. Students will be excluded from school if they do not meet requirements of NYS.
- If your child has a health issue that requires special consideration, please call the nurse's office at 334-1234 to discuss it.
- When a student requires prescriptions or over the counter medication at school, it must be in the original bottle with a script on it for school. A Permission to Administer Form signed by both the parent and physician is needed to give legal authorization to dispense the medication. This is necessary even for over the counter medication, such as ibuprofen. An adult must bring the medication to school in the original container and not sent on the bus with the student.
- When a student has had a fever, or has been vomiting at all, they should not come to school until they have been fever free or NOT vomiting for 24 hours without the aid of medication. This will protect their classmates and teachers, and will also protect them, as their immune system is compromised at that time and they could become sicker.
- When a student has been to the ER, Urgent Care or doctor, and is unable to participate in PE, a note is needed from the ER, Urgent Care or doctor that states why and how long they need to stay out of PE. If not allowed to participate in PE, for their safety students cannot participate in recess, as they could injure themselves. Students will required to sit outside on the bench or picnic tables during recess period.

Notes from the School Nurse

- Your child is required to have a school physical Pre-K or K, 1st, 3rd, and 5th Grade. Physicals done after Jan. 1st of the present year meet this requirement. Please notify the school nurse if you want the physical done in school by district's health care provider.
- Sometimes children need a change of clothing while in school. This could be caused by wet slides or grass, or due to an accident for the younger children. We ask that parents provide a change of clothing for their child to be kept in their lockers or cubbies in the event that they should need to change for any reason. This will prevent us from having to call you to bring in a change of clothes. Many times children are not willing to wear clothing that is not their own or we do not have clothing that will fit your child.
- Please make sure that the school always has an up to date phone number in case of an emergency. If something happens to your child and the phone numbers are not working, you could miss a call that informs you of an emergency and directs you where to go. We always try to reach parents first. Please be sure your emergency contacts listed are able to pick up your child from school.

Student Absences

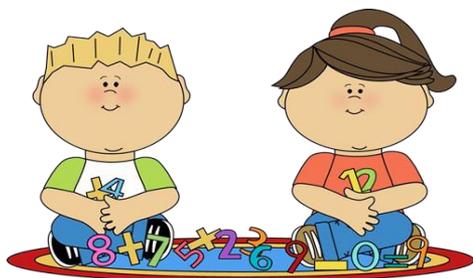
Attendance is linked to academic success. Chronic absenteeism is defined as missing 10% of school, which is the equivalent of two days a month or 18 days over the course of the school year. If your child is absent from school, you will receive an automated phone call telling you that your child was marked absent. If your child will be absent for more than one day, you may call the Main Office the next **morning**, and work can be picked up at 3:10 pm. When your child returns to school, you must send in an excuse explaining the reason for his or her absence. Teachers will submit these excuses to the office for your child's file. Our school nurse will call home to check in on any child absent more than three days.

Curriculum

During the 2019-20 school year, professional development continues on New York State Next Generation Standards. Teachers will provide grade-specific curriculum information at Open House. Full implementation of Next Generation Standards will occur in September 2020.

Universal Screening

This year each student will be given an F & P Benchmark Assessment to measure reading comprehension and fluency. The Rome City School District will be using STAR as a universal screening tool for math. Students who do not meet benchmark criteria on screenings will be considered for AIS services in reading or math. Please refer to the next page for more information about available services.



AIS/RtI and CSE Services

Stokes has a variety of support services available to our students through CSE (Committee on Special Education) and AIS/RtI (Academic Intervention Services/Response to Intervention), including:

- AIS/RtI Reading - small group reading instruction provided to students who are struggling with reading instruction
- AIS/RtI Math - small group or push-in math instruction provided to students who are struggling with math instruction
- Resource/Consultant Teacher - a Special Education service provided through an Individualized Education Plan (IEP) that can address one or more academic areas. Students who do not make significant progress in an AIS/RtI program can be considered for a CSE evaluation and possible classification as a student with a disability.
- Speech Therapy - small group sessions provided through CSE or AIS to address articulation and/or language concerns. Students can be recommended for speech through kindergarten screenings or by teacher referral.
- Counseling - small group or individual counseling provided to address long- or short-term needs. The School Counselor also presents lessons in each classroom throughout the school year.
- Occupational Therapy/Physical Therapy (OT/PT) - small group sessions provided through CSE or AIS to address fine and/or gross motor concerns

Lunch

- All students will have a 30 minute lunch period each day. Each class has an assigned lunch monitor who supervises the class during this time.
- Students can bring their lunch from home, or may purchase a lunch from the cafeteria. Each day there are several choices for lunch: the main menu item, an alternative (usually a sandwich), and peanut butter and jelly. Menus are sent home each month so that you and your child can decide if he/she would like to buy lunch or bring lunch from home. Menus are also available on the district website. Students will sign up each day in their classrooms for their desired lunch choice.
- Milk and ice cream are also available to purchase in the cafeteria.
- 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-filed 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**



Recess

- All students will have recess as part of their lunch period. This recess time is supervised by the classroom's assigned lunch monitor.
- Students will be taken outside for this recess time as often as possible, including in the winter. Children must have snow pants, boots, hats, and gloves/mittens to play in the snow. Students who do not wear boots must stay on the blacktop. If you would like, you may send spare winter clothing to be kept in your child's locker for the winter season.
- Alternate indoor activities will be provided when weather does not permit outdoor recess, such as in cases of rain or extreme cold/wind chill.
- Appropriate closed toe footwear and sneakers are needed for safety on equipment.

Breakfast

- Breakfast is available from 8:40 am – 9:10am each morning.
- If a student's bus is late in arriving to school, they will still be able to receive breakfast before going to class.
- Breakfast menus are provided each month, and are also available on the district website.
- Breakfast choices include a main menu option or cereal with milk.
- Breakfast Price is \$1.25. (Reduced Price is \$0.25.)
- More information about cafeteria accounts, free/reduced price meals, and pre-payment is provided in the "Lunch" section of this handbook.

Student Recognition

- Soaring Eagle Awards- Teachers choose students who demonstrate outstanding character values in our school and community. Parents of honored students are invited to a recognition ceremony during the school day.
- Good Character Slips - Staff members can nominate students for recognition any time they are caught showing good character. Students are recognized by having their nominations read on the morning announcements.

Lost and Found

It is not recommended that your child bring valuable items to school. However, a Lost and Found box is located by the front doors for items such as lunch boxes, sweatshirts, mittens, books, etc, that may be lost or accidentally left at lunch, at recess, or in the hallways. Labeling easily misplaced items such as lunch boxes, water bottles, and coats will assist staff in returning lost items to their owners.

Parent Communication

Communication with parents is crucial to the success of our children. Teachers will provide their contact information to parents at the beginning of each school year. In addition, other opportunities to learn about your child's educational program and progress include:

- Open House - You will meet your child's teacher as well as receive some general information about expectations for the school year and the grade level curriculum.
- Parent Teacher Conferences - You will meet individually with your child's teacher and discuss his/her progress.
- Report Cards - Report cards are issued four times per year via Parent Portal.
- Newsletters - Sent home each month via Peachjar to inform you of upcoming events as well as share updates about the exciting things our students are doing.
- Event Reminders - The PTG sends reminders about events, fundraisers, spirit days, etc. Be sure to subscribe to Peachjar via our district website to receive electronic flyers.
- Take-Home Folders/Agendas - Each student will be given a take-home folder. Teachers use these folders to send home homework and important notices. Please check this folder daily, and remove items in the "Keep at Home" section. Notes to your child's teacher should be sent to school in this folder. Agenda books are used in Grades 2-6. Please check agenda books on a daily basis.

Want to Get Involved?

Join the PTG!

The Stokes PTG (Parent-Teacher Group) is an integral part of our school community. We encourage all of our families to get involved to make Stokes the best it can be for our children as we work together to help students “Soar to great heights!” It is our goal as a PTG to meet the needs of our students, teachers and parents.

Our meetings are typically held on 1x per month. We understand that in today’s busy world it is not always possible to make it to a PTG meeting, but we hope you will consider getting involved in some way. We are always looking for volunteers - just an hour or two of your time makes a big difference!

The PTG holds several fundraisers throughout the year in order to fund our many events and activities for the school community. Some of our PTG-sponsored activities include:

- Trick-or-Treat Street
- Family fun nights
- Book fair events
- Basket Bash
- Family Fun Day

You can also follow us on facebook - just search for Stokes PTG!

THANK YOU FOR SHARING YOUR CHILD WITH US! 😊



Stokes Staff List

Principal: Ms. Karen Miller
School Secretary: Mrs. Jody O'Connell
School Nurse: Mrs. Nadine Bereza
School Counselor: Mrs. Amy Thrasher-Doolen
Psychologist: Mrs. Kelly Yuzakewich

Kindergarten :

Mrs. Tagliaferri
Mrs. Luczak

First Grade:

Mrs. Trnchik
Mrs. Cardarelli

Second Grade:

Ms. Eastup
Mrs. Gallupp

Third Grade:

Mrs. Blackburn
Miss Kerin
Mrs. Wright

Fourth Grade:

Mrs. Erway
Ms. Hill

Fifth Grade:

Mrs. Barton
Mrs. Evangelist

Sixth Grade:

Mrs. LaLonde
Mrs. Keating

Special Areas:

Mr. Allen, Physical Education
Mrs. Pedde, Computer
Miss Giachetta, Art
Mrs. Woodruff, Library
Mrs. McMyler, Music
Miss Cook, Orchestra
Mr. Verminski, Band

Speech-Language Pathologists:

Mrs. Hamner

Occupational Therapist:

Ms. Conniff

Resource: Mrs. Premo

Teacher of the Deaf: Mrs. Brawdy

Teacher of Visually Impaired: Ms.

Mitchell

Teacher of ENL: TBD

Teaching Assistants:

Mrs. Williams
Mrs. Costello
Miss Martin

TBD

Teacher Aide:

Mrs. McCarthy

Cafeteria:

Mrs. Wehnke
Mrs. Smith

Monitors:

Mrs. Pazdur
Mrs. Quattrociocchi
Mr. Pezzula
Mrs. Madonna
Mr. Macri

Custodians:

Mr. Muratore, Head Custodian
Mr. Seigler
Mr. Tilbe

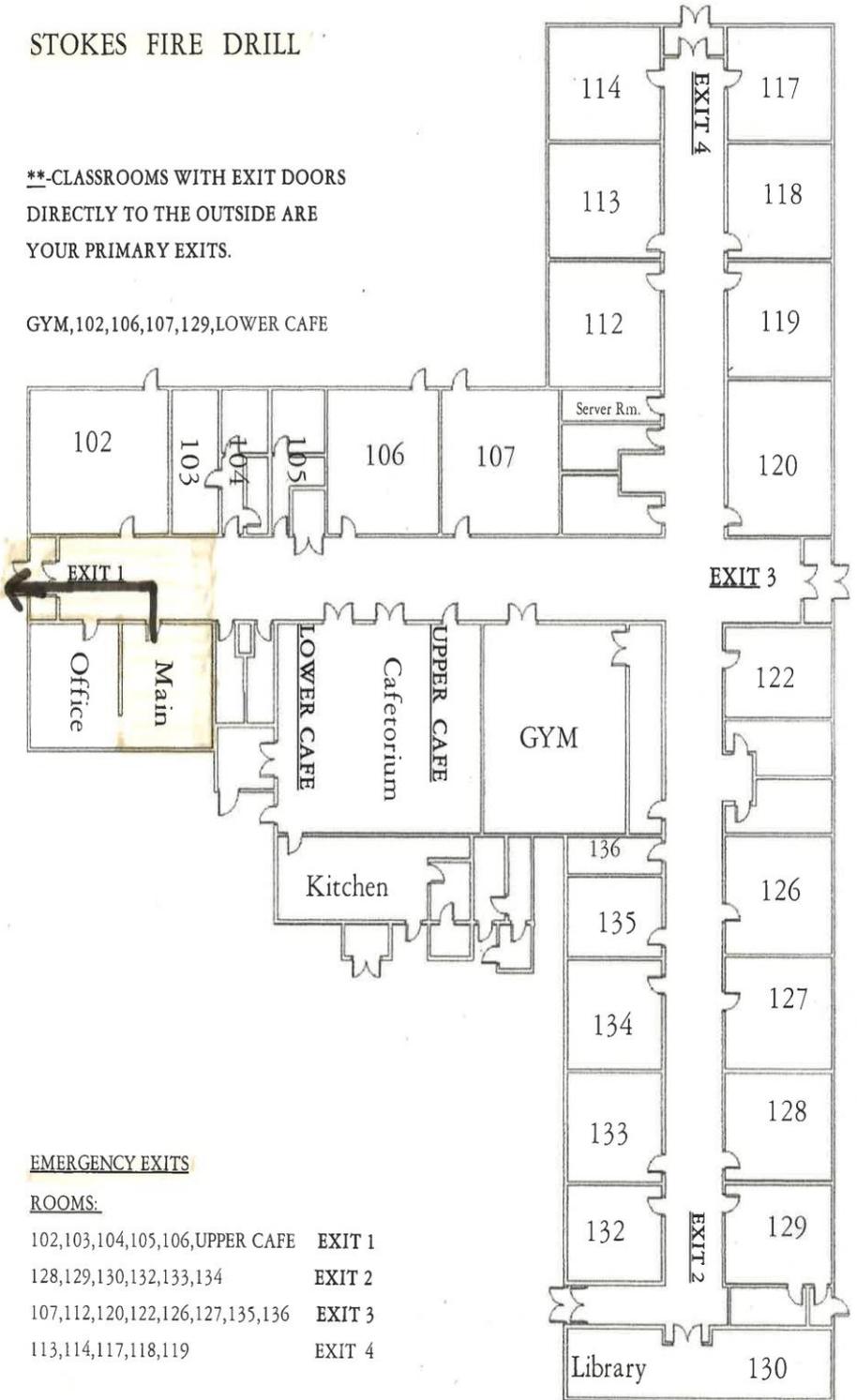
Academic Intervention Services:

Ms. Marchione
Mrs. McCormick

STOKES FIRE DRILL

****-CLASSROOMS WITH EXIT DOORS DIRECTLY TO THE OUTSIDE ARE YOUR PRIMARY EXITS.**

GYM,102,106,107,129,LOWER CAFE



EMERGENCY EXITS

ROOMS:

- 102,103,104,105,106,UPPER CAFE **EXIT 1**
- 128,129,130,132,133,134 **EXIT 2**
- 107,112,120,122,126,127,135,136 **EXIT 3**
- 113,114,117,118,119 **EXIT 4**

