

Cornwall Elementary School 2023–2024 Parent Handbook



We seek to give each student an education uniquely appropriate to their abilities, which challenges them and prompts a love of learning. **The mission of the Cornwall Elementary School Community is to create an environment that fosters academic achievement by encouraging a passion for learning and empowering all students to be respectful, caring, and responsible citizens.**

Within this handbook, you will find suggestions and procedures designed to help you and your children realize a successful, safe and fulfilling school year. Please take the time to read and familiarize yourself with the information provided. We also request that you discuss appropriate sections of it with your children and review the Code of Conduct, which can be found on the Cornwall School District website under the “Parents” tab.

If there is anything we can do to help your child, please do not hesitate to call. Our goal is to provide the best possible education for each student.

Contact Information

Main Office:

Principal	Mr. Germán	534-8009 x2004
Assistant Principal	Mr. Tramonte	534-8009 x2005
Principal’s Secretary	Mrs. McCue	534-8009 x2001
Secretary	Mrs. Galati	534-8009 x2002
Secretary	Ms. Moran	534-8009 x2003

Attendance: cesattendance@cornwallschools.com or 534-8009 x2006

Health Office/Nurse:	Mrs. Bayne, R.N.	534-8009 x2010
	Mrs. Priore, R.N.	534-8009 x2010

School Psychologist:	Mrs. Doherty	534-8009 x2008
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School Counselor:	Mrs. Perez	534-8009 x2036
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School Social Worker:	Mrs. Mummery	534-8009 x2023
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Change of Address

Please report changes in home address to the District Registrar, Crystal O'Brien. She can be contacted via phone or email, at 534-8009 x7803 and cobrien@cornwallschools.com. **All changes to telephone numbers (home, work, and cell) should be reported in writing promptly to the Cornwall Elementary School Main Office.**

Emergency Contacts

State Education Law mandates that the school maintain a file of current telephone numbers so that parents may be notified in cases of emergency. This should include an alternate emergency number. *It is vital that unlisted, as well as home and cell phone numbers, be available and on record for emergency purposes. You may be assured that the school will not release telephone numbers to anyone.*

Attendance

The expectation is that students will be in school five days a week and attendance will be taken daily, as required by New York State guidelines.

Absences: When your child has an unexcused absence from school, you will receive an automated phone call via School Messenger on the day of the absence.

An unexcused absence is any absence that has not been communicated to the school via email or handwritten note. **If you leave a message on the attendance line regarding your child's absence, the absence is still considered unexcused until a written excusal is provided (email or note.)**

The automated phone call will be made by 11:30 a.m. each school day that your child has an unexcused absence. Unless you send an email regarding your child's absence to the main office by 11:30 a.m., you will receive a phone call. Please note you will only receive a call on the day of the absence.

**Emails regarding your child's attendance can be sent to cesattendance@cornwallschools.com.*

Please keep in mind that if your child has an unexcused absence on a particular day, but comes into school with a note the next day (or you send an email), that absence will then be excused.

Excuses: A child must present an excuse when arriving at school after being absent or tardy. The excuse must give the date of absence or tardiness and the reason. The only excuses that are legal are as follows: sickness or death in the family, impassable roads, religious observance on specified days, quarantine, attendance at organized clinics, remedial health treatment, and personal illness.

School Building Security

All visitors entering the school building are required to sign in with our Security in the Main Lobby. Identification badges are to be worn by all visitors while in the building during regular school hours. All doors are locked during the day and the only entry and exit point will be at the front entrance.

Safety Drills

Safety drills are practiced throughout the school year. These drills include fire, carbon monoxide, lockdown, weather advisory, severe weather and evacuation.

Arrival

The school day at Cornwall Elementary begins at 8:50 AM and ends at 3:20 PM. If you bring your child to school after the late bell rings at 8:55 AM, please bring them to the Main Office to fill out a late form.

Walkers: Walkers are encouraged to arrive as close to 8:50 AM as possible and no earlier than 8:25 AM. Students who are coming for breakfast may arrive by 8:25 AM. Upon arrival, Kindergarten students will line up outside the main entrance doors of the building. When there is inclement weather, the Kindergarten students will report to the cafeteria. First grade through Fourth grade students will report to the cafeteria daily and will be supervised until the first bell rings. At 8:50 AM, the first bell will ring and students will report directly to their classrooms. The late bell will ring at 8:55 AM.

Student Drop-Off: As you arrive at the school to drop-off your child(ren), you will follow the same traffic pattern that was established last school year. As you approach the first stop sign near the walking path that leads to Willow Ave, you will notice a cone with a sign on top directing cars to stay to the left and buses to stay to the right. Please stay to the left and continue to drive towards the flagpole where you will be directed to drop off your child(ren). Please remember to have your child(ren) exit the vehicle on the right towards the island. ***When dropping off your child, please have your child exit the vehicle quickly so that traffic can move along smoothly. Please do not get out of your vehicle when dropping off your child. If you need to help your child during drop off, please park in our parking lot and escort your child to the main entrance.***

Bus Students: Buses will start arriving at CES at approximately 8:45 AM. Buses will unload one at a time. Students exiting the first eight buses will enter through the main entrance doors. Students exiting the rest of the buses will enter through the side entrance doors by the gym. Students should report directly to their classrooms.

Breakfast

Students who are coming for breakfast may arrive by 8:25 AM. These students will report to the cafeteria as they enter the building. They will pick up their breakfast and eat in the cafeteria.

Dismissal

Walkers: At 3:15 PM, an announcement will be made for walkers to report to the gym. There will be several TA's and teachers assigned to provide supervision in the gym. At 3:25 PM, parents will be permitted into the gym to sign their child(ren) out. Parents must present their ID at the side entrance of the building before entering. After signing their child out, they will exit through the back door of the gym. *For the safety of you and your children, we ask that you please use the sidewalks and crosswalks after exiting the gym.*

****Any child who is a walker must be picked up by their parent or guardian in the gym. Any other arrangement for dismissal of a walker must be approved by administration. Unless previous arrangements have been made, no child will be allowed to leave the gym without a parent or guardian.***

***If you plan on picking up your child(ren) early for an appointment or if there are any changes to your child's dismissal plans please send them with a handwritten note or email the main office: jgalati@cornwallschools.com and kmoran@cornwallschools.com. Be sure to include specific instructions as well as the name of your child's teacher.**

Please note, there will be no early pick-ups permitted after 2:45 PM

Transportation and Safety

Bus: Students who are eligible for school bus transportation must ride their assigned trips. *In cases of emergency or other justifiable reasons, permission may be granted to ride a bus other than the one assigned. A note from home and a permission slip from the main office are required.*

If a bus student is not to take the bus home, for any reason, a note is required.

Bus Passenger Regulations:

- Children should enter the bus in an orderly manner.
- After entering the bus, children should be seated and remain seated.
- Arms, legs and heads should always be kept inside the bus.
- In the interest of safety, it should always be possible for the passengers to hear the driver's instructions; therefore, students are asked to talk quietly.

- Bus students are to ride the trip assigned by the transportation coordinator, unless otherwise authorized by the Principal’s Office.





Children who misuse the privilege of bus transportation will be reported to the school administration. Action will be taken in accordance with the number and severity of the occurrences. Suspension of bus riding privileges may result. Bus drivers cannot safely drive the bus and monitor misbehavior. Therefore, any violation of bus rules or the Code of Behavior will result in the most serious consequences.

Pedestrians: Students walking to and from school should be instructed as to the safest route. Those approaching the school along thoroughfares should cross where the safety officer is stationed. Children should be instructed at home as well as at school to look both ways before crossing any street. Children who live close by who need to walk should use the sidewalk. They should not cross private property.

Bicycles: Children may ride bicycles to and from school. Bicycles must be walked on the pedestrian paths leading to and from school. Children should park and lock bicycles in the rack provided for this purpose. Bicycle helmet are mandated by law.

Letter Day Cycle

CES will continue to utilize an A-F letter day schedule. A monthly letter day schedule will be shared with families each month. For your reference, below is the September letter day schedule:

SEPTEMBER						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	5 First Day of School! A 	6 B	7 C	8 D	9
10	11 E	12 F	13 A	14 B	15 C	16
17	18 D	19 E	20 F	21 A	22 B	23 
24	25 No School Yom Kippur 	26 C	27 D	28 E	29 F	30

Report Cards

At the elementary level, our academic year is divided into trimesters. This means that parents will receive reports three times a year in December, April, and June. Parent/teacher conferences will take place in December for all elementary students. Anytime you desire additional information about your child's progress, you should e-mail or call the teacher to arrange a time for a conference.

School Closure/Early Dismissal Announcements

When weather is inclement, parents and students are asked to listen for School Messenger Alerts or check our District website (www.cornwallschools.com) to receive current information about school operations. You may also call the School District main telephone number at (845) 534-8009 and listen to the recorded message. If no special announcement is made, schools will operate on regular schedules. Announcements concerning school operations will state one of the following:

1. No school for Cornwall Central School District. On such days, all school activities are cancelled.
2. Delayed opening for Cornwall Central School District. Bus pick-up times will be delayed for the specified period of time. Parents are asked to continue to listen for School Messenger Alerts and to check to website in the event that continuing or changing weather conditions force a "no school" announcement. On the days that a delayed opening takes place, schools will dismiss at regular times.
3. Early dismissal for Cornwall Central School District. When conditions warrant sending students home early, announcements will be made via School Messenger Alerts and on the District website. In homes where both parents work, parents are asked to make any necessary arrangements with neighbors and instruct children where they should go if an early dismissal occurs.

Health Services

Physicals: A health examination is required by law for new entrants and students in Kindergarten, 1st, 3rd, 5th, 7th, 9th, and 11th grade. Examinations by family doctors are encouraged due to the private practitioner's knowledge of the child and family's medical history. If your child needs a physical exam, please have your child's physician complete the Required NYS School Examination Form. School nurses are required to obtain a copy of the medical examination from the parent/guardian of each student within 30 days from the date of entry for the grades listed above.

Screenings: The school nurse screens all students for possible problems in hearing and vision and checks height and weight each year. If evidence of a problem is discovered, parents are notified. Following a notice of suspected examination, it is important that the school be notified

when a diagnosis is made and corrective measures taken. The purpose of examining students at school is to secure the earliest possible detection.

Please make sure your child's immunizations are updated and a copy of the immunization record is sent to the Health Office to place in your child's file. We must follow New York State and it is mandated that your child's immunizations be up to date in order to attend school.

If you have any questions concerning immunizations and/or health examinations, please contact our school Health Office.

Health Care: If an accident or sudden illness occurs, first aid will be administered to the child and the parent/guardian will be notified. No care beyond first aid (defined as the immediate, temporary care given in case of accident or sudden illness) will be given by the school. If your child informs you of an injury upon arrival at home, you should telephone the school immediately with this information.

Ill Students: Students feeling ill must be seen by the school nurses. Appropriate precautions will be taken by the nursing team, and persons feeling ill will be required to follow recommendations by school nurses, including but not limited to going home. Students should not come to school if they are not feeling well or have a fever. Students who are sent home from school with a fever will need to be fever-free for 24 hours before returning.

Insurance: Insurance is provided for every student in the district through the New York State High School Athletic Protection Plan, Inc. This provides limited coverage in excess to, or after, your own hospitalization plan has been utilized as the primary coverage for school activity related accidents. You or your child should report all injuries to the School Nurse or to the main office at once.

Homework

When requesting homework due to illness, please leave a message on the attendance line (x2006) when you phone in your child's absence. Calling before 8:30 AM will allow the teacher time to prepare the assignments. Generally, requests made in the morning before 11:00 AM will be available at 3:00 PM that afternoon. Requests made later in the day will be available on the following day.

Valuables and Money

It is not wise for children to bring more money than is needed for the day. Objects of considerable value should not be brought to school unless it is for class display or use. Expensive and electronic gadgets cannot be replaced if lost, broken or stolen. Cell phones are not permitted at school and should remain at home.

Items that have been found either in the school or outside of it are displayed in the “lost and found” corner located in the front right area of the Cafetorium.

Lunch

Students will be eating lunch in the cafeteria and will be supervised by lunch monitors. There will be Allergy Awareness Zones in place for students who have allergies. Please make sure your child and teacher’s names are clearly marked on their lunch box.

Purchasing: Checks for school lunches should be made payable to “Cornwall Elementary School Cafeteria”. There is also an online payment system for your child’s account. More information about this may be found on our website. Mrs. Bishopp, the Food Service Director, may be contacted at 534-8009 x7700. A monthly calendar will be sent home with pricing and meal information.

Reduced and Free Lunch Program: If you cannot afford to pay for your child’s lunch, you may apply for Free and Reduced Price School Meals/Milk. An application can be found in the Main Office.

Recess

Students will be going out to recess before they eat their lunch. Each class will be assigned one lunch monitor. That monitor will assist with recess and then bring the students to the cafeteria for lunch.

Special Programs

Guidance: At the elementary level, guidance is primarily a function of the classroom teacher. When school related problems surface which appear to be serious in nature, the teacher may request a screening of academic, behavioral or emotional difficulties through the building Response of Intervention (RTI) process. If screening procedures indicate a need for further assessment, the child may be referred to Pupil Services for additional evaluative procedures.

A school counselor may provide short-term counseling for social and/or emotional concerns. In addition, she may form groups that help children to deal with problems relating to topics such as death or illness in the family, divorce, and social skills.

Physical Education: All students receive Physical Education every other day on our 6 day cycle. Students are required to wear sneakers on these days. Your child’s teacher will send home the classroom Physical Education schedule.

Note: No student may be excused from Physical Education class without a note from a physician to the school nurse. Only the nurse may excuse the student, not the classroom teacher or the

physical education teacher. If a child is excused from Physical Education class by a physician, then participation in recess will also be prohibited until cleared by a physician.

Instrumental Music – Band and District Orchestra/Strings: The instrumental music program consists of class instruction for band or orchestra instruments and band/orchestra rehearsals. Students in Fourth grade are eligible for this instruction. Students normally rent their instruments from a reputable dealer. A few of the larger and more expensive instruments are provided by the school. Instrument use should be discussed with the instrumental teacher.

Art: In order to have a well-rounded art program, our students will be working with a variety of materials. Although we stress neatness in the use of these materials, an occasional mishap is unavoidable. To protect your child's clothing against such occurrences, it is suggested that they have an apron or a smock.

Character Education – Responsive Classroom

The Character Education Curriculum, Cornwall Cares and Responsive Classroom, addresses the issues of civility, character and citizenship throughout the school year. We incorporate Character Education in everything we do and celebrate good character at our monthly Spirit Assembly.

Classroom Parties

Cornwall Elementary School will only be accepting pre-package store bought snacks. Please keep in mind that CES is an Allergy Awareness Zone. Before sending in any food items please consult your child's classroom teacher in regards to any food allergies.

We want to thank all of our families in advance for their support and flexibility throughout the 2023-2024 school year. We are looking forward to welcoming students back to school on Tuesday, September 5, 2023!