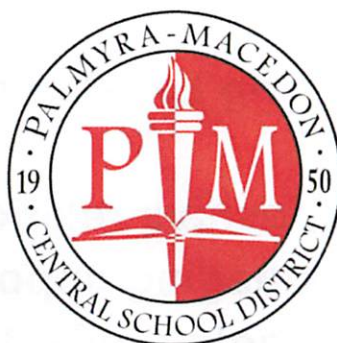


PALMYRA-MACEDON INTERMEDIATE SCHOOL

2021-2022 Parent and Student Handbook



School Hours:

Student Arrival.....	8:30 am
AM Attendance.....	8:45 am
Dismissal	3:00 pm
Clubs/Activities Bus.....	4:00 pm

Contact Information:

Phone.....315-597-3400
FAX.....315-986-8223
Address.....4 West Street
Macedon, NY 14502
Website.....www.palmaccsd.org/pmis

Palmyra Macedon Intermediate School



Inspiring Excellence

**Fostering positive relationships
Providing engaging opportunities
Encouraging reflection**



PMI Learner Profiles

Inquirers

Knowledgeable

Thinkers

Communicators

Principled

Resilient

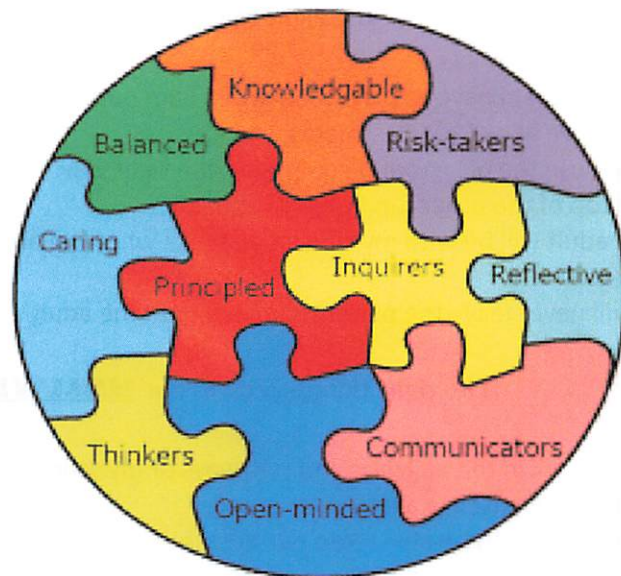
Open-minded

Caring

Risk-taker

Balanced

Reflective



Here are some great ways to “Inspire Excellence” at the Intermediate School:

The right things to do on the BUS LOOP:

- I will walk to and from my bus every day. I will never run, push or shove others because we all need to be safe.
- It is very dangerous to walk in between busses so I will never do it.
- I will follow the directions of the adults who are outside on the bus loop.
- An adult will take me to the bus loop at the end of the day. I will follow his or her instructions and then walk safely to my school bus.

The right things to do on the PLAYGROUND:

- I know that I have to play safely when I am outside. This means that I will not wrestle, tackle, push or shove any of my classmates.
- I will use the playground equipment the right way. This means I will not walk up the slide or climb on top of the other fun things outside.
- An adult will be with my class at all times when we are outside so I will follow all of his or her directions.
- I will never leave the playground area until the adult at school tells me to.

The right things to do in our HALLWAYS and STAIRWAYS:

- I will walk in the hallways and stairways of my school at all times. I will never run, push or shove others because we all need to be safe.
- We all need to be able to do our best thinking in school. I will be respectful by being silent when I walk in the hallways and stairways.

The right things to do with CELL PHONES and PERSONAL ELECTRONICS DEVICES:

- I may use my electronics to play games or listen to music with headphones in my classroom (with adult direction) or on the bus.
- In the classroom, I will keep my electronics safely in my backpack. My teacher will decide if I can use them in my classroom.
- For everyone's safety, I will not use my electronics in the hallways or while walking to my bus.
- For safety and out of respect for others, I will not take pictures, videos, or send text messages.
- I know that I am responsible for my belongings, including my electronics. If I bring them to school, it is up to me to take care of them.
- I will follow the rules and make good choices with my electronics because I know it is a privilege for me to have them in school.



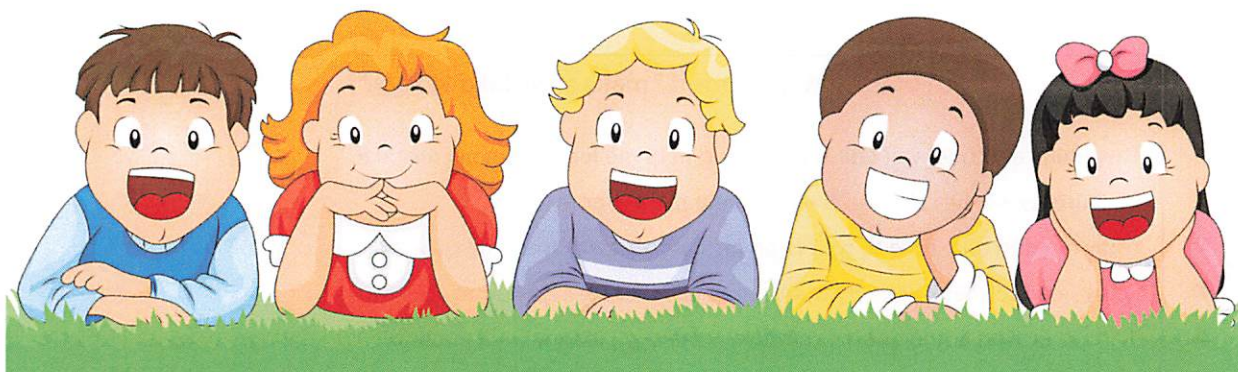
The right way to **DRESS AT SCHOOL:**

- My clothes and shoes must be safe. This means that I have to be able to learn, play and be comfortable in what I wear in school.
- I want to be the best student I can be, so my clothes and shoes will not distract me or others.

The right way to **TREAT OTHERS:**

- I know that I have the right to feel safe and happy in my school.
- If I feel like someone is being disrespectful, unkind or scaring me with their words or actions, I have to tell an adult right away so I can get help.

Parents please note: The above information highlights several areas of Palmyra-Macedon Central School District Board of Education Policy. Although the language has been modified to be developmentally appropriate for Intermediate School students, it does not replace the Board approved policy language. The policies can be found in their entirety on the district website: <http://www.palmaccsd.org>.



Palmyra-Macedon Intermediate School

Expectations

As a student, I will...

- Come to school on time, well rested, and prepared with the materials I need
- Understand that I am the one responsible for my own actions
- Show respect for myself and others by being a good citizen and following school expectations
- Solve problems in positive ways; or speak with an adult when I need help with a problem
- Be responsible for giving my parents, or the other adults who care for me, all the notes and information I receive from school
- Believe that I can and will learn
- Ask for help when I need it
- Take pride in all that I do, and be the best student and friend I can be

What happens if I make a mistake at PMI?

- The adults at school will talk with me and help me learn from my mistake.
- My parents will be called so they can help me at home, too.
- I may need to take time to reflect on my choices away from my classroom.
- I may need to speak with my principal or another caring adult at school.
- If I have broken a rule or hurt someone's feelings, I know I will need to apologize and make it right.
- I will be expected to learn from my mistake, and not make it again. I will be the best student and friend I can be.

At PMI, you are growing up and becoming more responsible every day! You know how to make positive, healthy choices. Be proud of yourself and the choices you make! Remember, there are lots of caring adults here at PMI who are excited to help you continue to learn, grow, make friends, and help others.

Student Conduct

It is the mission of the Pal-Mac Intermediate School to provide a safe and orderly environment for every child. In accordance with the requirements of the S.A.V.E. legislation, the district has developed a Code of Conduct. This Code of Conduct is summarized in the district calendar. If you would like to review the Code of Conduct in its entirety, it is located on the District website at www.palmaccsd.org. Please note that the Code of Conduct also applies to school bus behavior. Please take some time to review with your child the summary of the Code of Conduct.



It is important to remember that we are a learning institution. **Children at times make poor choices.** While these choices may have negative consequences for a child, we strive to help make them opportunities for growth in our children. Our philosophy is not to “punish” but to teach.

All teachers develop and discuss classroom rules and expectations with students.

School rules are connected with Responsive Classroom and PMI’s Learner Profile. These are our approaches to developing the whole child. When students do not follow the class rules and expectations, and the behavior is not overly excessive or unsafe in nature, the teacher may apply classroom interventions. The most important of these is apologizing and taking action to “make it right.” Other interventions may include things like losing privileges, being moved within the classroom, or notes/phone calls to parents. At the Intermediate School, children play an important role in the development and continual evaluation of these classroom rules.

In certain situations, students may spend time away from the classroom.

At times, a student may need to “take a break.” There may be a designated space in the classroom for a student to go to regroup. Often teachers partner with a “Buddy Teacher” to provide a different classroom in which students may work when needed. These are examples of Responsive Classroom strategies that are designed to give children some time and space, then get them back on track and learning as soon as possible.

Students are asked to reflect on their choices.

When a student’s behavior is substantially disruptive to the educational process or substantially interferes with the teacher’s authority in the classroom, the district’s Code of Conduct outlines requirements and conditions in which a teacher may remove a student from the classroom.

Students can be referred for disciplinary action from the principal.

When a student’s behavioral difficulties are more severe (i.e. fighting, threatening or unsafe behaviors) or demonstrate a repeated pattern of non-compliance with teacher instructions or behavioral rules, the teacher may refer the student to the principal for disciplinary actions. On these occasions, the referring teacher is responsible for notifying the parent about the specifics of the student misbehavior and about the referral to the principal for disciplinary action. In applying disciplinary actions, the principal will follow the guidelines set forth in the district’s Code of Conduct.

Student Incident Reporting

Children will often share with you a variety of events that occur throughout the day when they get home. In order for us to handle those situations that may be unsafe as quickly as possible, we encourage our students to report them to any adult they know and trust at school. If your child describes an event with you that is of concern, have a conversation with your child to answer some of these simple questions:

1. Where were you when this happened?
2. What was the class doing?
3. Did you tell the teacher or another adult?
4. What were you doing before (the event) happened?
5. Why do you think (the event) happened?

Once you can best determine the time, place, and the event, and you feel that this is an issue that requires more follow-up at school, please call the person who would most know about the situation.

Here are some guidelines to assist you:

- If the incident occurred inside the classroom, during recess, or in the cafeteria - contact the classroom teacher
- If the incident occurred on the school bus - contact transportation and/or the school counselor
- If it happened during one of our special area classes - contact the specific special area class teacher
- When you are unsure or feel the situation is of a very serious or sensitive nature, do not hesitate to contact the main office.
- To file a DASA Report email specific details to: DASAreport@palmaccsd.org

In some situations when other children are involved, parents request to know the other child's name and the consequences for that child. As a result of confidentiality guidelines, we are not able to share information regarding another child's name, consequences, or any other information regarding the child or parents.

***Thank you for partnering with us to help create a
happy and successful school experience for your child.***



Transporting Your Child:

Safety means knowing our procedures

Bus numbers and routes will be sent home to families from our transportation office prior to the start of the school year. This mailing also includes estimated transportation times and other important route information. Please know these are estimates, and our priority remains getting children to and from school in the safest manner possible.

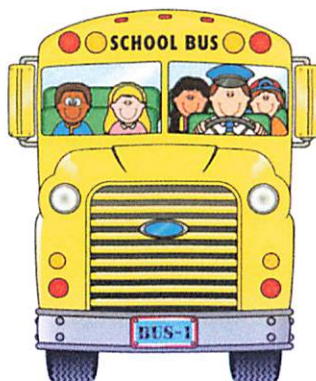
Important items to note:

- Our transportation department must approve any changes in your child's regular transportation schedule (597-3400).
- A note must also be sent to the school notifying us of these changes. (We do not accept changes over the telephone or via e-mail in the interest of safety.)
- Parents are responsible for making prior arrangements for their children in the event of schedule changes (early dismissal due to snow or building emergencies).
- Students cannot ride a different bus home for "social reasons" (parties, overnights).
- Please have an emergency plan worked out with your child and arrangements noted ahead of time to the school nurse and classroom teacher in writing.
- In the event of a school closing or early dismissal, a Parent Square communication will be enacted for purposes of notifying parents. Local television and radio stations will also be contacted.

Children being picked up at the end of the day are dismissed at 3:00 PM.

Walkers will be dismissed at 3:05 PM.

Please consult the Arrival and Dismissal FAQ on the next page for answers to some common questions parents ask regarding transportation and bussing.



Q: What time are students allowed to enter the building?

A: We open the doors to the school at 8:30 AM each morning. If you are bringing your child to school, please be sure to arrive at 8:30 AM.

Q: Can I bring my child to school earlier than 8:30 AM?

A: Unless special arrangements have been made, students are not allowed in the building until 8:30 AM as there is no supervision until that time.

Q: What time are students dismissed from school?

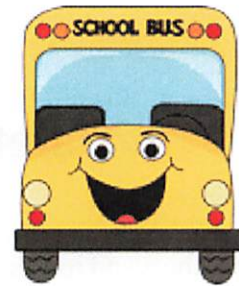
A: Walkers are dismissed at 3:05 PM and those riding the bus are dismissed at 3:00. Please know that during the first few weeks of school and during inclement weather, travel time may be longer and children may arrive home later than usual.

Q: I have questions about a bussing situation. Who do I call?

A: Call the Transportation Department. They are very helpful and will answer any questions you may have regarding school transportation. They can be reached at 597-3400.

Q: My child rides the school bus and he or she is unusually late in arriving home. Who can I call?

A: During the first few weeks of school and when weather is poor it is not uncommon for there to be delays. Pal-Mac Intermediate is open until 4 PM, so of course you may call us. Also, the Transportation Department has direct radio contact with the drivers, so you may call them.



Some things to keep in mind that may help you to prepare for the first day:

- We have plenty of staff waiting on the bus loop and at the main entrance to help show children the procedure for entering the building and making sure they find their classrooms.
- For children coming to our school for the first time – tell them not to worry! We will make sure they get to the right place to start their day. It is our goal for everyone to feel welcome right from the first day of school.
- If you have to bring your child in the morning, the time students are allowed into the building is 8:30 AM. Parents will be asked to stay in their car with their children if they arrive any earlier.
- Be sure to send your child with the school supplies they will need. These lists are available on-line.
- We will do our part to provide students with opportunities to be responsible and independent learners. You can help by creating routines for your child to do homework, empty and fill his/her backpack, and making sure he/she brings supplies to and from school each day.

Student Health & Wellness

New York State Education Law and regulations of the Commission have updated and modified their policy on prescriptions and over-the-counter medications. In order to give any medication in school, we must have a written order from your child's physician and written permission from a parent. Medications must be brought to the main office in the original container with the pharmacy label.

Any child needing over-the-counter medication must have a written prescription from their physician and written permission from a parent. This means if a child has a headache and needs Tylenol or ibuprofen, we must have a doctor's order and written permission from a parent in order to dispense that medication.

Physicians may fax their written order to the Pal-Mac Intermediate School at (315) 986-8223.

It is imperative that the nurse be contacted if any child has bee sting, Asthma, or allergy disorders. All medications for these conditions must be kept in the health office and should be brought into school, by a parent or guardian, during the first week.

Students are not allowed to carry medications to and from school, or to keep them with them during the school day. This includes over-the-counter medicines such as Advil, cough medication, etc. Parents must bring in these medications to the main office accompanied by a physician's order. Also, please update the health office regarding the name and dosage of any medication that your child is taking at home or any changes in health status.



ATTENDANCE

Attendance in school is essential to a child's academic success. However, in the event that your child is absent from school, we ask that you Please attend to the following procedure:

- Please notify the school nurse whenever your child is going to be absent or tardy at 597-3400. Voicemail is available so that you may leave a message at any time.
- When your child returns from an absence or is tardy, he/she should have a signed note by a parent stating the date and reason for absence.

4th GRADE PHYSICAL EXAM REQUIREMENT

New York State has changed the law regarding mandatory physical exams. The new law states students entering 4th grade must have a physical. If your child has a regular physical scheduled during the school year, please let the nurse's office know. We ask that you keep our school nurse updated on any recent immunizations as well.

NEW YORK STATE IMMUNIZATION LAW

New York State law states that all children will need to show proof of vaccination against Hepatitis B and Chickenpox before he/she can register for school. Call your child's pediatrician now to find out if your child has received the Hepatitis B vaccine series. Three (3) immunizations are needed to complete the series and taken up to 6 months.

Student Health & Wellness

Please note: If your child has received any new updated immunizations since they entered school, please notify our school nurse. Children are now receiving a second Varicella (chickenpox) booster, Hepatitis A series and Tdap Booster (10-11 years of age). Please send in signed documentation of these vaccinations from your physician.

**Make sure your child is ready now
for school in September!**

The Wayne County Health Department provides Immunization by appointment only. You can schedule an appointment by calling them directly at 315-946-5759.

Please make sure that the office has the most up to date court papers regarding issues of custody, visitation and restraining orders that pertain to your child. Without current legal documentation, we cannot withhold a child from a parent.

STORE BOUGHT VS. HOME BAKED ITEMS

BOE policy 5405 states, "Students, parents, school staff, and community members bringing food and beverages to school for parties/celebrations/meetings must be prepackaged and/or store bought, with listed ingredients and nutritional information." Due to increased concerns over food allergies and food borne illness, homemade items cannot be allowed.

CLASSROOM SNACKS

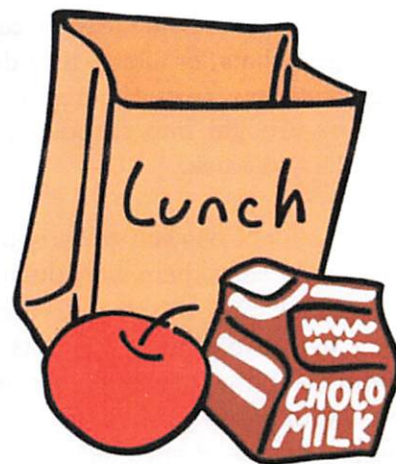
Depending on your child's lunch schedule, the morning or afternoon can be long. Our Physical Education and Health curriculum focuses on eating healthy and developing healthy habits. The choice of snacks for your child should encourage eating healthy as well.

An increasing number of children may suffer from life-threatening allergies to food products. Classroom teachers will provide additional information regarding snacks and any classroom health issues that may change allowable snacks. Thank you in advance for your full cooperation in making each of our classrooms a safe place for all children to learn and grow.

HEALTH QUESTIONS OR CONCERNS

Please feel free to contact our nurse, Mrs. Boss, at any time with questions or concerns that you may have regarding your child's health. Her telephone number is 597-3400.

For your convenience the school district website contains all of our medical and health forms, at www.palmaccsd.org/pmis.



Additional Helpful Information

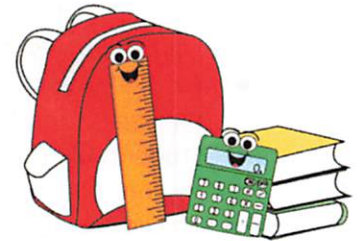
COMMUNICATION IS KEY

Positive, frequent communication between school and home helps us partner in the success of your child. Our teachers seek to build caring relationships with families, and want to hear from you right away should you have any questions, concerns, or wish to discuss any aspect of your child's educational experience. Please do not hesitate to reach out to him/her directly via Parent Square, telephone, email, or note.

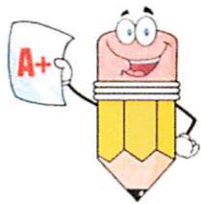
Our website, found at <http://www.palmaccsd.org/pmis>, is your connection to current information pertaining to school. You can find supply lists, calendar updates, and a copy of every flyer sent home with your child. While PMI students are learning to be responsible members of our school community, we want to be sure important papers that may have been misplaced are always available to you.

STUDENT SUPPLIES AND MATERIALS

We will provide most of what our students need to be successful in school. There are, however, some additional school supplies that parents are asked to provide for their child's educational program. During the first week of school, teachers will notify you if there are additional supplies needed. Should you have any questions about school supplies, please do not hesitate to contact the main office or your child's teacher.



STUDENT PROGRESS REPORTS



Our student progress report provides information on work habits, social skills, general development and scholastic progress and achievement. Please note that parent/teacher/student conferences may be requested at any time throughout the year. You will be able to access your child's progress report via Parent Square on a trimester basis (three times per year).

DISTRIBUTION OF INVITATIONS TO PARTIES AND CELEBRATIONS OUTSIDE OF SCHOOL

We respectfully ask that you do not send in invitations to parties and events outside of school for your child to pass out. This may cause a disruption to the educational program, and even though not the intention, can hurt the feelings and confidence of those children who may not be invited to attend.

PERSONAL BELONGINGS

Students will be assigned a space within their classroom to keep their personal and school belongings. Students must take care of the possessions they bring to school. The school is not responsible for lost, stolen, or broken items. For this reason, students are discouraged from bringing cell phones, other expensive items, and large sums of money to school.

Additional Helpful Information

THE USE OF ELECTRONIC DEVICES

Cell phones and other electronic devices can be powerful educational tools, sources of entertainment, and a great way to keep us connected in our 21st century world. Because they are prized possessions, and can be very expensive, it is recommended that students do not bring their electronics to school. If you allow your child to bring them to school, however, he or she is expected to follow the guidelines below:

- Electronics may be used to play games or listen to music with headphones in the cafeteria or on the bus.
- In the classroom, electronics are to be kept safely in a student's backpack. The classroom teacher will decide if devices may be used in the classroom.
- For everyone's safety, electronics may not be used in the hallways or while walking to the bus.
- For safety and out of respect for others, taking pictures, videos, and sending and responding to text messages is prohibited in school.
- Students are responsible for all of their belongings, including electronics. The District is not responsible for lost, stolen, or broken items.
- The use of electronics in school is a privilege. Students must respect the rules and expectations with regard to their use in school.

