

Byron-Bergen Elementary School Parent Handbook 2019-2020



Byron-Bergen Central School
District's **MISSION** is to inspire,
prepare, and support using the
VALUES of compassion, humility,
kindness, and persistence with
the **VISION** to change the world.

Dear Families,

This handbook has been designed to give you information about various school policies, protocols and procedures. We hope it will serve as a useful guide throughout the school year. Please keep it handy for future reference.

Our program is rich in special activities; however we are not able to include all of the details for all of the wonderful opportunities we create for students. So I encourage you to check backpacks and homework folders daily to stay up to date with all that is happening at the Elementary School.

On behalf of our faculty and staff, I would like to extend a warm welcome to all of our new and returning Byron-Bergen families. We know that you will find the Elementary School a warm, caring, supportive and exciting educational environment for your child. It is my honor to serve as your Principal and partner with you in our continuous effort to provide a positive and nurturing educational environment for all students.

As always, I appreciate your positive involvement throughout the year and look forward to another outstanding school year with your children.

Sincerely,

Brian T. Meister
Principal
585-494-1220
@MrBrianMeister

School Phone Numbers

Main Phone Line: 585-494-1220
Fax: 585-494-2433

| | | |
|------------------------------------|---------------------------|-----------------|
| Principal: | Mr. Brian Meister | ext 1005 |
| Assistant Principal | Mrs. Betsy Brown | ext 1407 |
| School Secretary | Ms. Kelly Bollin | ext 1301 |
| School Secretary | Ms. Leora Brown | ext 1004 |
| Nurse | Ms. Brenda Hale | ext 1403 |
| Counselor | Mrs. Jenna Voos | ext 1201 |
| School Psychologist | Mrs. Christina Pascarella | ext 1113 |
| Director of Instructional Services | Mrs. Becky Manfreda | ext 2509 |
| Transportation Department | | ext 5112 |

School Hours

9:00 a.m. - 3:25 p.m.

Grades K-6

The main building doors open for students choosing to take advantage of our breakfast program at **8:30 a.m.** Students are permitted to go to their classrooms at **8:45 a.m.**

Absences/Tardies

Regular attendance and punctuality are essential if a student is to make good progress in school. However, if your child will be absent from school, please call the **Nurse's Office** at **494-1220 x1403**. You may leave a message 24 hours per day. You can also contact the nurse by email at: Bhale@bbschools.org An excuse note **must** be sent in anytime your child is absent, even if you have called in your child's absence. For extended legal absences, classwork may be requested. Please refer to Classwork Requests Section.

Please remember that school begins at 9:00 a.m. for students in Grades K-6 and dismissal is 3:25 p.m. Students in grades K-6 who arrive after 9:00 a.m. are tardy and must be signed in by a parent (or the adult dropping them off) at the front office. **Students are not allowed to sign themselves in.**

****PLEASE READ****

Byron-Bergen Elementary Arrival and Dismissal Procedures 2019-20

Keeping children safe is Byron-Bergen Central School's number one priority. We want to be sure that each child has a safe arrival and dismissal. This is a huge task when you consider all the different arrivals and dismissals that occur each day (student drop off, bussing, after school programs, student pick-up, etc.). Our arrival/dismissal procedures and traffic patterns have been designed for the safety and security of your children. Please read below and see map on next page for details.

ARRIVAL:

Students who are dropped off by car: Starting at 8:30 am, a staff member will be at the back door letting students into school. We ask that **parents drive on the lower bus loop to the back parking lot to drop students off.** There will be parking spots available close to the door.

ONLY Elementary Students will be allowed in the back door.

If a parent/adult is visiting a classroom, you must enter through the main office and sign in.

Please note: Buses exit the upper loop around 8:50 am. After the buses have left, you can drop your child off at the main entrance. Please remember that NO cars may enter the upper loop while the buses are in the loop.

****For the 2019-2020 school year only,*** 6th grade students may be dropped off at the Elementary school from 8:30 - 8:50 and take transfer bus to HS OR you can drop students off at the Junior/Senior HS starting at 8:45am. Please have students enter at the main entrance of the Jr/Sr. HS.

Students riding a bus: These students are released from the bus at 8:45 am and walk to their classrooms. Safety Patrol and additional faculty closely monitor arrival. Those students who utilize our breakfast program in the cafeteria are released from the bus early at 8:30am.

****For the 2019-2020 school year only,*** 6th grade students will ride a transfer bus to the Jr./Sr. High School. The transfer bus will load at 8:50 and leave the Elementary School by 8:55 am. This will allow students to participate in the Safety Patrol. Students who utilize our breakfast program will have time to eat breakfast before leaving.

DISMISSAL:

Students who are picked up at dismissal: These students will be dismissed at 3:15 with an announcement over the intercom system by our Elementary Secretary. At that time, students will walk down to the cafeteria.

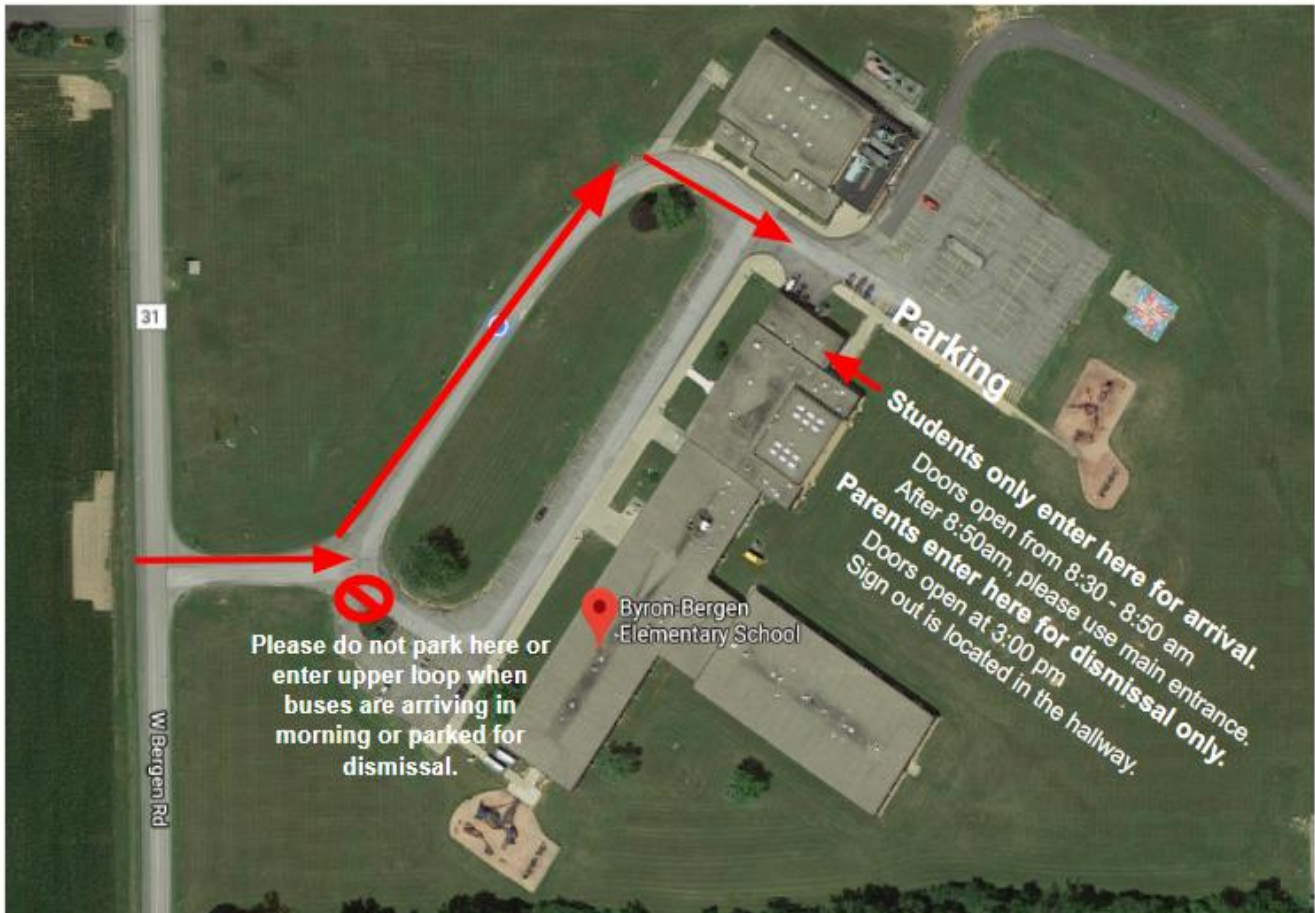
Since students are dismissed to the cafeteria, we ask that **parents/designated pickup person park in the back parking lot and enter the school at the back door.** This door will be opened to parents starting at 3:00. **Once in the building, please see School Staff so you can sign your child out.** You will be presented with a laminated dismissal pass which serves as an additional check when taking your child out of the building. We ask that you wait in the hallway for your child. We respectfully request that you do not wait in the main office or bus loop as this compromises the safety and security for our students.

At 3:15, as children enter the cafeteria, school staff will partner up each child with their parent/designated pickup person. After your child meets up with you, please present the laminated pass to the faculty member on duty, located at the back door.

Important Note: Dismissal begins at 3:15 pm. **If you need to take your child out of school early, you must sign them out through the main office prior to 2:55 pm.** Early dismissal/pickups end at 2:55 p.m. so please pickup students for appointments before that time. Students will only be released after 2:55 pm for extreme emergencies. ****For the 2019-2020 school year only,*** 6th grade students can be picked up early at the Jr./Sr. HS from 9:00 - 2:20pm. After 2:20pm, students will be back at the Elementary School for Specials and Dismissal. If you are picking your child up after 2:20pm, please sign them out at the Elementary School.

Students riding a bus: These students will be dismissed at 3:25 and walk to their assigned bus with their teacher and classmates. Safety Patrol and additional faculty will closely monitor dismissal and ensure that all students get on buses. Parents will not be allowed to take students from the bus loop.

Your child's safety is very important. We appreciate your patience and support as we implement these procedures.



Byron-Bergen Elementary School

Students riding the school bus are **dismissed at 3:25 p.m.**

Students being picked up at dismissal: These students will be dismissed at 3:15 with an announcement over the intercom system by our Elementary Secretary. At that time, students will walk down to the cafeteria.

If your child is not riding the bus and you are picking them up, please send in a detailed signed note in the morning. **To the extent possible, all dismissal arrangements should be made before your child arrives at school.** Only in extenuating circumstances, should after school plans be modified throughout the day.

- When sending in dismissal notes to your child's teacher (i.e. for picking up a student early, requesting that a student go home with another student, to pick-up a student at dismissal, it is **very important** that the note indicate the student's **first and last name, date, teacher's name, and the dismissal time.**
- If the adult picking up the student is not a parent, please indicate on the note the individual's first name, last name and relationship to the student.

- It is imperative that you send a note with your child on the days you will be picking him/her up. The teacher has no other way of knowing that the child is getting picked up and may send him/her on the bus. If you are picking up your child daily, you only need to write one note which will remain on file, and your child's name will appear on the dismissal list every day.
- **All notes must be signed by the parent and updated every school year.**

Contact/Emergency Information

If your address or phone number changes during the school year, please notify the main office so that the emergency information can be updated. It is very important that we have current information in the event that we need to contact you in case of emergency.

Emergency Closing

In the event of emergency closing because of weather or other factors, when possible, a Connect Ed call will be made to families and announcements will be made over local television and radio stations. Information will also be available on our website at www.bbschools.org.

Custody

Parents who have joint custody of their children, and/or who have special arrangements for custody must provide legal documentation of the arrangement to the school.

Duplicate Mailings

Per District Policy #7241, the District may presume that the non-custodial parent has the authority to request information concerning his/her child and release such information upon request. If the custodial parent wishes to limit the noncustodial parent's access to records, it would be his/her responsibility to obtain and present to the school a legally binding instrument that prevents the release of said information.

Medication

Medications can be given at school when the following conditions are met:

- The medication must be brought to the Health Office by an adult, in the original, labeled container.
- Students may not transport medication to school.
- Any medication sent to school in plastic bags, envelopes or lunches cannot be given.
- A doctor's order and parent authorization must accompany all prescription medication and most non-prescription medication.

- A parent must pick up all unused medication. If medication is not picked up, it will be discarded on the last day of school.

Please call the nurse's office at 494-1220 x1403 with any questions.

Visitor Sign In

Byron-Bergen Elementary School is a warm and welcoming place where collaboration with families and our community is encouraged. However, keeping students safe is our number one priority. To ensure the safest possible setting for all those in our school, we kindly ask all visitors, including parents, to sign in and present legal identification to the main office. You will also be asked the nature of your visit and given guidance to your expected destination. A personalized visitor badge will be printed and we ask that you wear it visibly throughout your stay. *We also ask that all volunteers sign out before leaving.* This ensures that we are aware of who is in the building at all times.

Emergency Procedures

Byron-Bergen has written procedures for emergency situations including fire, bomb threats, and intruders. These procedures are regularly revised, both district-wide and in the building, and reviewed with the staff annually. In addition, Fire Alarm, Shelter-in-Place, Lock-Out, Lockdown, and other emergency drills are conducted throughout the school year.

Parent Conferences/Report Cards

Parent-teacher conferences will be held with classroom teachers **November 15th, 25th, and 26th** to discuss your child's progress for the first part of the school year. In addition to these planned conferences, parents are encouraged to contact their child's teachers, the school counselor, or Principal if they have any concerns. School personnel may also request additional conferences, as needed.

Report Cards are sent quarterly in November, February, April, and June.

Homework Policy

Definition: Homework reinforces skills and instructional concepts through the review, practice, and/or extension of curriculum. Homework develops lifelong skills such as time management, organization, responsibility, and promotes communication between home and school. Your child's teacher will share their homework expectations, along with their policies and procedures.

Classwork Requests

If a student has or will miss two or more days of school for legal reasons, parents may request work that the student can complete at home. Requests should be made the day before the work is to be picked up or sent home with a sibling to allow the teacher time to prepare and organize the materials. Requests should be called into the main office or arranged directly with the teacher.

Teachers will not provide daily classroom assignments in advance for students missing school for family trips. Assignments cannot replace direct instruction by the teacher and are not generally appropriate for pre-assignment as they involve practice of what has been taught. The teacher will determine what a student needs to make up on his/her return and will assist with understanding of concepts and assignments as needed. Teachers may suggest some alternative projects for your child such as reading, journal writing, and learning about the vacation site. Parents should contact the teacher and the office to make the school aware of these absences.

Placement Process

The process for advancing students to the next grade level is a complex procedure that involves information from and collaboration with many individuals. We attempt to establish a balance relative to such factors as: the number of boys and girls, leaders, reading/math support students, challenge students, speech and language students, students with disabilities and other students with special needs.

If you wish to provide information about your child which would be helpful to the placement process (i.e., needs, structure, learning styles, gentle encouragement, emotional concerns), the staff might be better able to match your child's learning needs with certain teaching styles. A Student Learning Inventory/Parent Input form will be sent home with your child's third quarter report card. **Byron-Bergen's policy does not allow parents to request a specific teacher.** However, your input regarding valid educational concerns is important to us. We do value your input and hope that you realize how complicated the placement process is. Any communication regarding your child's placement should be sent to the building Principal by March 31st.

Assessments

Assessments are a way of measuring student progress and of checking our instruction. Students in grades 3-6 are required to take New York State Common Core Assessment in Math and ELA. In addition, students in 4th grade are required to take a NYS Science Assessment. Students are scored using a 4 point scale. Levels 3 and 4 are at the

proficient level. Students who score at Levels 1 or 2 may be eligible for Response to Intervention Services (Rtl). Rtl Services are typically provided in math and ELA.

Response to Intervention (Rtl) and Instructional Support Team (IST)

Rtl is a model of regular education service delivery that focuses on collaboration, problem solving, curriculum based assessment, and data based decision making. We utilize a multi-tier approach to identify and support students at all levels of learning. The goal is to provide each student with what he/she needs to learn and grow.

The Instructional Support Team is a problem solving group that consists of various professionals with specialized expertise to support students. Members on the team may include the School Psychologist, the building Principal, Special Educators, classroom teachers, many related service providers, and parents. The mission of the team is to link people and resources at all levels whereby general, special education and pupil service personnel share the responsibility for the education of all students through the improved quality of service.

If you have any questions about the Rtl process or the Instructional Support Team, please contact the School Counselor or the building Principal.

Committee on Special Education

The Committee on Special Education (CSE) is a multidisciplinary team composed of educators, psychologists, parent representatives and others who may be needed to determine if special education services are needed to support a student with a disability. The CSE receives referrals from administrators, teachers, parents, doctors, and others who believe that the problems a student is experiencing should be examined more closely. Referrals to CSE are often a next step following unsuccessful response to interventions prescribed by the Instructional Support Team.

Food Service

Breakfast: Cost: \$1.50

A wide variety of healthy foods are offered for breakfast each day from 8:30 a.m. until 8:50 a.m.

Lunch: Cost: Full Lunch \$2.30 Milk \$.55

Menus are sent home with students every month. They are also available online at www.bbschools.org

Snacks items are available for purchase and range from \$.30 - \$1.75. Students are only permitted to purchase two snacks per day.

For your convenience, we offer families the opportunity to utilize our on-line payment system, Myschoolbucks.com. This service can be used for prepaying any breakfast and lunch meals purchased at school. It may also be used for ala carte items such as snacks and drinks. If you wish to designate prepayments for meals only, please contact the Food Service Department in the building your child attends. **ID numbers** – Students should be encouraged to learn their 4-digit ID number, as this is used to purchase their meal from an account. Parents who wish to utilize the Myschoolbucks.com pre-pay option will use the child's ID number to do so.



This is a photo of the keypad which students will use to enter their student ID# for meals.

Food Policy

Current school policy calls for food items intended for distribution to be commercially prepared and, in most cases, individually wrapped. Please note that this applies to foods for general distribution only – you have the right to send whatever foods you choose in your own child's lunch.

Photos/Videos

Throughout the school year, photographs and/or videotapes will be taken of students as they are engaged in a variety of school activities for use in district publications and by area news media. If you **DO NOT** wish your child to be photographed and/or videotaped, you must notify the Principal in writing.

Twitter

Here at Byron-Bergen Elementary School, we are extremely proud of the education and experiences our students receive on a daily basis. A growing trend in education is to share news and updates along with fun and exciting events through social media. Parents are encouraged to follow us on Twitter @MrBrianMeister, or Twitter @MrsBetsyMBrown. Our school hashtag is #BBbees. Also, check with your child's teacher for his/her Twitter address.

Music

Instrumental and Vocal music ensembles are available to all students in grade 4-6.

Band

Beginning in grade 4, students are offered the opportunity to receive instrumental lessons during the school day. Lesson schedules are varied so that one class or subject area is not missed regularly. Fourth grade band begins approximately mid-year with a spring concert in the evening in June. Please see the District Calendar for a specific date.

5th and 6th grade students have the opportunity to continue with instrumental lessons and participate in morning band. Morning band begins at 7:30 a.m. *Days to be determined. Students in morning band are able to ride the Jr/Sr High School bus run and are shuttled to the Elementary School.

Chorus

In 4th grade, all students will be provided a full year of choral instruction as part of their general music program. Students are encouraged to participate in a spring concert on an evening in June. Please see the District Calendar for a specific date.

5th and 6th grade students have the opportunity to participate in morning chorus. Morning chorus begins at 7:30 a.m. *Days to be determined. Students in morning chorus are able to ride the Jr/Sr High School bus run and are shuttled to the Elementary School.

Intramurals

Intramural programming is offered throughout the year for students in grades 3-6. Students who choose to participate in intramurals will have the opportunity to sign up in their physical education class where they will learn about sport offerings and schedules. Parents are welcome to drop students off no earlier than 7:30 a.m. or may have their student ride the Jr/Sr High School bus run. Please contact the transportation department for pick up times and locations.

Internet Use Policy

The Board of Education is committed to the development and establishment of a quality, equitable and cost-effective computer network. The purpose of the network shall be for the advancement and promotion of learning, teaching, and administration/management.

The network will provide a forum for learning various software applications and will significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

The District will establish rules and regulations governing the use and security of the District's computer network. Failure to comply with district policy and regulations for the use of the network may result in the suspension and/or revocation of computer access. Additionally, student violations may result in discipline up to and including suspension. Staff violations may also result in discipline up to and including dismissal.

System Access

The following individuals may be designated as members with access to the computer network system:

1. Elementary, middle, and secondary students may be granted an account for up to one academic year at a time.
2. Teachers may be granted an account.
3. Other district employees as deemed necessary may be granted an account.

Instruction

1. The District's computer network shall be used only for educational and management purposes consistent with the District's mission and goals.
2. The individual in whose name an account is issued is responsible at all times for its proper use.
3. Network users will be issued a login name and password.

4. Network users identifying a security problem on the District's system must notify the appropriate teacher, administrator or district coordinator. Do not demonstrate the problem to anyone else.
5. Student account information will be maintained in accordance with applicable education records law and district policy.
6. Copyrighted material may not be placed on any computer connected to the District's network without the author's permission. Only staff specifically authorized may upload copyrighted material to the network. All diskettes to be used on the District's network will be scanned for computer viruses.
7. Network users may download copyrighted material for their own use. Copyrighted material shall be used in accordance with the fair use doctrine and district policy.
8. Any network user identified as a security risk or having a history of violations of district computer use guidelines may be denied access to the District's network.

Prohibitions

The following is a list of prohibited actions concerning use of the District's computer network. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the District's system.

1. There must be no sharing of passwords without written permission from the teacher/administrator or district coordinator, as appropriate.
2. Transmission of material, information or software in violation of any district policy or regulation, local, state, or federal law or regulation is prohibited.
3. No personal software or disks may be loaded onto the District's computer and/or network.
4. Attempts to read, delete, copy or modify the electronic mail of other system users is prohibited, as is deliberate interference with the ability of other system users to send/receive electronic mail. Forgery or attempted forgery of electronic messages is prohibited.
5. System users shall not encourage the use of tobacco, alcohol or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal law.
6. Attempts by a student to log on to the District's system in the name of another individual, with or without the individual's password, is prohibited.

Internet

Byron-Bergen Central School District DOES NOT HAVE CONTROL OF THE INFORMATION ON THE INTERNET. Some sites accessible via the Internet may

contain material that is inappropriate for educational use in a PreK-12 setting. The District does not condone the use of such materials and will not permit usage of such in the school environment. The District also denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Acceptable Uses

1. Use consistent with the mission of the Byron-Bergen Central School District.
2. Use that encourages efficient, cooperative methods to perform the user's job duties or educational tasks.
3. Use in support of research and education.
4. To provide unique resources and collaborative projects.

Unacceptable Uses

1. Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the District.
2. Accessing or distributing inappropriate material, i.e. obscene, abusive, threatening, harassing (religious, sexual, racial), or any material specifically prohibited by federal, state or local law.
3. Attempt to illegally access files, data, or accounts.
4. Activities which interfere with student and staff access to network resources.
5. Working (or attempting to work) from network accounts not assigned to you.
6. Sharing your password or account with others.
7. Giving out personal information such as home address or telephone.
8. Deliberately or intentionally damaging hardware or software.

Other

1. Users must take responsibility for their actions.
2. Users must comply with all existing BBCS policies as they may be interpreted to apply technology resources, including but not limited to the following: Student Conduct and Discipline, Copyright, Selection Policy and Sexual Harassment.
3. Users must sign a consent form indicating that they are aware of this policy and will abide in accordance with it. Students must also have parental permission to gain access to Internet accounts.

Code of Conduct

The District is committed to safeguarding the rights accorded to all students under local, state, and federal law. The Elementary Code of Conduct shall apply to all students at all times, including: school buildings, on school grounds, on all school vehicles, at all school related activities, including, but not limited to school field trips and school sporting events.

Student responsibilities include:

- Work to the best of their ability in all academic and extracurricular settings and strive toward their personal highest level.
- Ask questions when they do not understand.
- Help to maintain a safe, supportive, and orderly school environment that supports all students' learning and shows respect to other persons and property.
- Attend school unless they are legally excused by a parent or guardian, and be in class on time and prepared to learn.
- Be familiar with the school code of conduct and follow school behavior expectations.
- Speak up for others if they are being treated unkindly or unfairly by others.

Bullying

Byron-Bergen's Rules for bullying prevention include:

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include others who are left out.
4. If we know that someone is being bullied, we will tell an adult at school.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Action will be taken by the school to proactively prevent bullying behavior. Teachers, counselors, administration, students and parents are partners to support students in bullying incidents.

Consequences

As with any incident of student behavior, school administrators must exercise informed judgment as to whether a student's actions constitute an infraction of policy. Principals, teachers and staff may use varying levels of disciplinary consequences according to the level of misconduct and interpretation of related district policy. Consequences will be determined using "developmentally appropriate" guidelines for the varied ages of students in the elementary school.

Dress Code

Students are expected to wear clothing that is appropriate for the school setting. Clothing worn should not be a distraction or offend others in the school. The following guidelines should be used as clothing requirements:

- Clothes and shoes will not present a safety issue.
- Clothing will not include inappropriate messages about the use of alcohol, drugs or tobacco or display vulgar language.
- Hats and caps will not be worn in the school building, unless special permission has been given by teaching staff or school authority.
- Clothing must cover students from shoulder to mid-thigh. Shirt sleeves will be at least 1 inch wide. Underclothes will also be covered.

Character Education

As a school we foster strong ethical standards and strong character in our standards. Using age appropriate approaches, students engage in classroom lessons that aim to teach positive behavioral habits and social strategies. Using this method, our school is a place where students can feel safe and nurtured in their learning environment. Using a variety of instructional practices, students practice respect, responsibility, kindness, trustworthiness, and personal leadership to lay a foundation for a fulfilling future both within and out of school. Please see our District's Core Values Logo below.



S.T.E.P Boosters

STEP Boosters is the elementary school's parent/teachers partnership. Parents and teachers partnering in events creates a family like environment that nurtures positive relationships within the school. Our STEP Boosters organizes school-wide events that foster community in our school. Many of their functions have become traditions that our families look forward to year after year. They also run periodic fundraisers that help generate funds for these events.