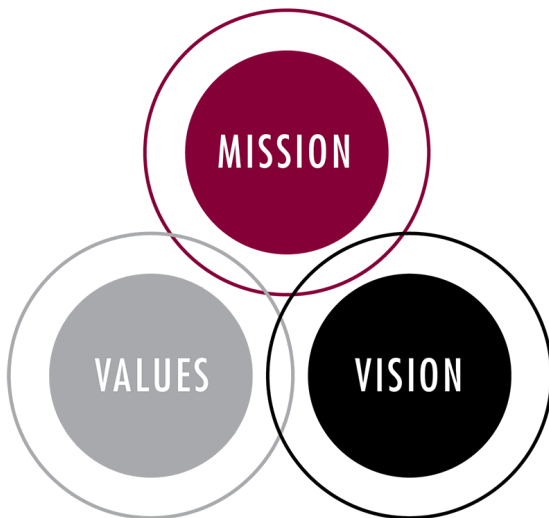


Byron-Bergen Elementary School Family Handbook 2023-2024



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 and reader-friendly guide throughout the school year. Please keep it handy for future reference. For a complete and thorough guide to our district- wide policies and procedures, please go to the school website at www.bbschools.org.

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 Parent Square messages, the school website and/or social media accounts (Twitter @BBCSDBuzz, Instagram @bbcsdbuzz, and Facebook), and your child's backpacks 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,



Mrs. Kristin Loftus

BYRON-BERGEN ELEMENTARY PRINCIPAL

☎ 494-1220 x1005
✉ kloftus@bbschools.org
📷 @Mrs_Loftus24

Kristin Loftus
Principal

School Phone Numbers

Main Phone Line		585-494-1220
Fax		585-494-2433
Principal	Mrs. Kristin Loftus	Ext. 1005
Director of Instructional Services	Mrs. Betsy Brown	Ext 2509
Coordinator of Student Services	Mrs. Kaitlin Kaercher	Ext 1407
School Secretary	Mrs. Michelle MacKenzie	Ext 1301
School Secretary	Mrs. Karen Brown	Ext 1004
Nurse	Mrs. Brenda Walters	Ext 1403
Counselor	Mrs. Jenna Voos	Ext 1115
School Psychologist	Dr. Christina Pascarella	Ext 1404
School Social Worker	Mrs. Courtney Bapst	Ext 1114
Transportation Department	Mrs. Jaime Vindigni	Ext 5112

School Hours

9:00 am - 3:20 pm

9:00-11:20 am

1:00-3:20

Grades K-5

AM UPK

PM UPK

The main building doors open for students at **8:45 a.m.** Students being dropped off between 8:45-9:00 should be dropped off at the North Entrance located by the gymnasium. Please remain in your car and wait for a staff member to wave to let your student out of the car.

Students arriving after 9:00 a.m. must be signed in at the Main Entrance. Parents can enter the vestibule to sign their student in, and the student will be let into the building through the main office. Please do not enter the front bus loop at any time if you are dropping your child off by car and there are still buses in the loop.

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 **Main Office** at **494-1220 x1301**, email elementaryattendance@bbschools.org or send a message through Parent Square to Karen Brown or Michelle MacKenzie. An excuse note must be sent in anytime your child is absent, even if you have called in your child's absence.

NEW THIS YEAR! In place of a note, you can also go into parentsquare AFTER the attendance notice has gone out and click on alerts and notices to confirm

absences as well. For extended legal absences, classwork may be requested. Please refer to the Classwork Requests section.

Please remember that school begins at 9:00 a.m. for students in Grades K-5 and dismissal is 3:20 p.m. Students in grades K-5 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.

Car Rider Arrival and Dismissal Information

Arrival by car:

- Cars enter campus on the lower bus loop and proceed to the back parking lot. Staff will be outside to direct and assist with traffic.
- **Cars park along the sidewalk in a line.**
- **DO NOT park in the parking lot or exit your vehicle.** Parents will not be allowed to escort students into the building.
- Starting at **8:45 am**, staff members will assist students out of the car and into the building.
- Students must exit the passenger side of the car, directly on to the sidewalk. Students should not walk in front, behind, or between cars.
- Cars will exit around the parking lot to the lower bus loop road. *Please refer to the map on page two.*

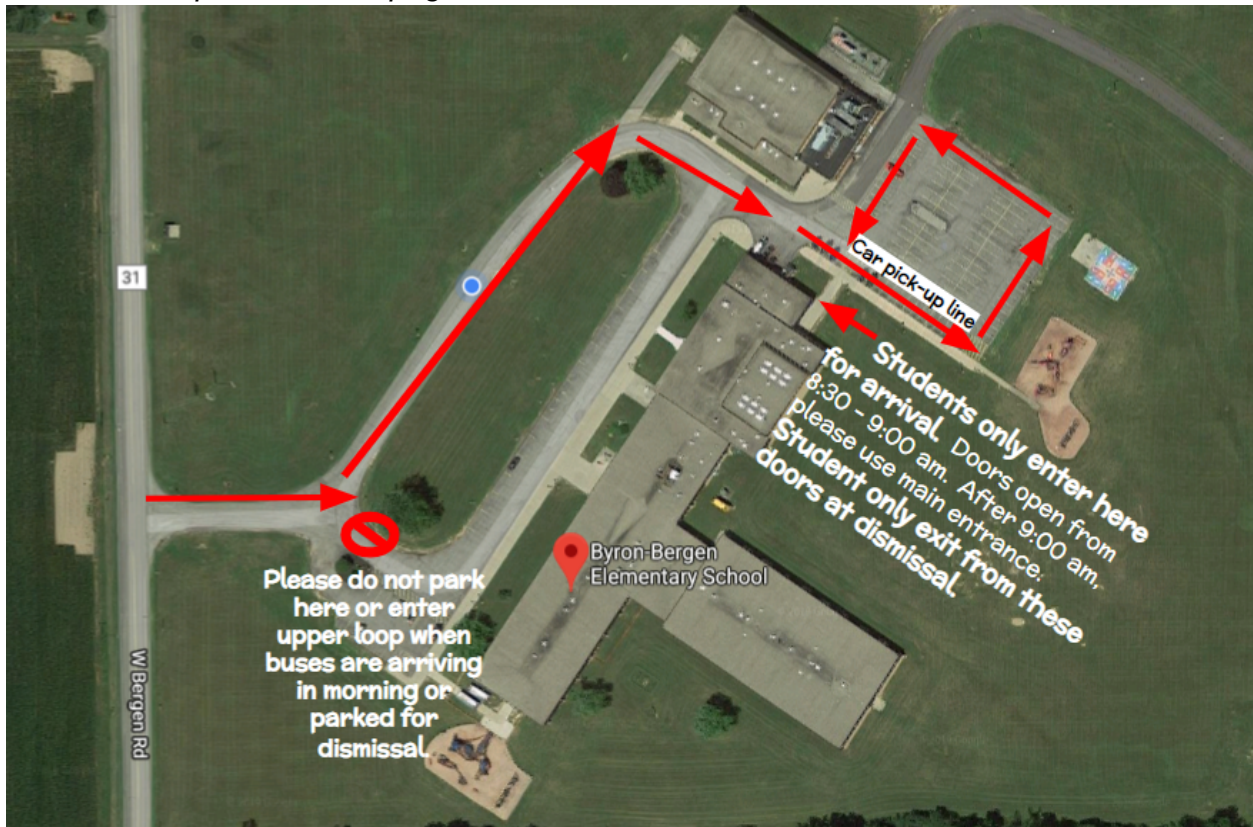
Arrivals after 9:00 am:

- Students arriving after 9:00 am must be escorted into the vestibule to be signed in to school.
- Cars should park in the front parking lot.
- Students will then be allowed into the building. Parents can not escort students to their class.

Dismissal by car:

- Cars enter campus on the lower bus loop and proceed to the back parking lot. Staff will be outside to direct and assist with traffic.

- Cars park along the sidewalk in a line.
- **DO NOT park in the parking lot or exit your vehicle.** Parents will not be allowed to enter the building to pick up students.
- **A staff member will ask to see your identification and for the name(s) of the student you are picking up. Students will then be released by the building.**
- Cars will exit around the parking lot to the lower bus loop road. *Please refer to the map on the next page.*



- Cars must follow the traffic flow noted on the map above.
- Staff will assist with directing traffic.
- Cars park along the sidewalk, and down the lower bus loop road if needed.
- **DO NOT park in the parking lot or exit your vehicle.**
- Parents will not be allowed to escort students into or out of the building.
- Drivers need to have identification available to show staff members when asked.
- Students will exit and enter their vehicle from the sidewalk.
- Students should not walk in front of, behind or between cars.

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.

Student Information Update Form (Emergency Contacts/ Address)

Student Information Update Forms (purple form) were mailed with placement letters during the summer. It is important to complete this form and return to the main office where it will be kept on file for the current school year as to who has permission to pick up your child and up to date contact information for your child(ren).

Emergency Closing

In the event of an emergency closing because of weather or other factors, when possible, a Parent Square post 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. *All visitors must 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. New York State mandates that all schools do 12 emergency drills per year; 8 of these are evacuation (fire) drills and 4 are lockdown drills. Families will be notified after a drill has been completed through Parent Square. If there is an actual emergency, immediate notification will be sent via Parent Square giving directions for families.

Parent Conferences/Report Cards

Parent-teacher conferences will be held with classroom teachers **November 17th, 20th and 21st** to discuss your child's progress for the first part of the school year. The goal for these days is to have a conference with every student's parents/guardians. Additionally, on **March 14th, 2024** there is a half day scheduled for parent-teacher conferences as well. This half day is NOT for all students. Teachers will request conferences with parent/ guardians as needed, or parents/ guardians can reach out to the teacher if they'd like to request a conference on this day. *If there is ever a concern, please always reach out to your child's teacher to discuss and meeting in person may be a good option at any time of the year. Open and transparent communication is extremely important for your child's success in school.*

Report Cards are sent triennially in November, March, and June.

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, social needs, academic needs, and positive peer relationships. With that said, the teacher's first goal in September is to create a classroom community where students learn how to work with each other through strengths, needs, and differences so that all students can have a positive learning experience.

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 in the spring so that we can take it into consideration during our placement meetings. 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 value your input and hope that you realize how complicated the placement process is.

Assessments

Assessments are a way of measuring student progress and of checking our instruction. At Byron-Bergen Elementary, we believe in using multiple assessments to monitor academic progress. Three times per year, all students take a benchmark assessment

based on grade level standards and mastery. Formative assessments, like unit tests, quizzes and exit tickets are also given throughout the year to assess student progress. Students in grades 3-6 are required to take New York State Common Core Assessment in Math and English Language Arts (ELA). In addition, students in 5th 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 English Language Arts (ELA/ Reading).

Response to Intervention (Rtl) and Multi-Tiered Support Systems (MTSS)

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 Multi-Tiered Support System (MTSS) 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/ guardians. 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 Multi-Tiered Support System (MTSS) team, please contact the Coordinator of Student Services (Katie Kaercher) or the building Principal (Kristin Loftus).

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 Multi-Tiered Support System (MTSS) team.

Food Service

Breakfast: **Cost: \$1.50**

A wide variety of healthy foods are offered for breakfast each day from 8:45 a.m. until 9:00 a.m.

Lunch: **Cost: \$2.30** **Extra Milk \$.65**

Menus are sent home with students every month and posted through Parent Square. They are also available online at www.bbschools.org

Snacks items are available for purchase and range from \$.40 - \$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 a la 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. 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.

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.

Students should not share or trade food.

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.

Music

Instrumental and Vocal music ensembles are available to all students in grade 4 and 5.

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 grade students have the opportunity to continue with instrumental lessons and participate in the morning band. Morning band begins at 7:30 a.m. *Days to be determined. Students in the morning band are able to ride the Jr/Sr High School bus run, eat breakfast in the Jr/Sr High School (if desired), and are shuttled to the Elementary School after rehearsal.

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 grade students have the opportunity to participate in the morning chorus. Morning chorus begins at 7:30 a.m. *Days to be determined. Students in the morning chorus are able to ride the Jr/Sr High School bus run, eat breakfast in the Jr/Sr High School (if desired), and are shuttled to the Elementary School after rehearsal.

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.

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.

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. **Please remind your child not to share their passwords or their quick card with any other person.**
3. Network users will be issued a login name and password.
4. If network users identify a security problem on the District's system. they must notify the appropriate teacher, administrator or district coordinator.
5. Student account information will be maintained in accordance with applicable education records law and district policy.

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 or quick cards 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 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 and Social Emotional Learning (SEL)

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. The full, detailed code of conduct can be found at the district website: www.bbschools.org.

Student responsibilities include the following Core Values:



These Core Values will be taught to each BB student explicitly throughout the year during morning announcements, classroom lessons, and school assemblies.

As a school we foster strong ethical standards and strong character in our standards through social emotional learning lessons (Second Step Curriculum, Zones of Regulation) and Positive Behavior Interventions & Supports (PBIS). 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.

Bullying

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.

Cell Phone & Electronic Devices

Cell phone and electronic devices are to be off and away in the student's locker during the instructional day of 8:45 am to 3:20 pm. If a student is caught with a cell phone turned on and outside of his/her locker, it will be addressed by an adult and a parent/guardian may be asked to come pick the device up from the school.

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. The STEP Boosters group organizes and executes school-wide events that foster community in our school and sponsors some school events and traditions to support all students. 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.