

C.V. Starr Intermediate School



2018-2019 Student/Parent Handbook Student Expectations

“Every Student a Success”

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C. V. Starr Intermediate School

2018-2019

C.V. Starr Statement of Student Success

Successful students understand their role in learning and put forth their best effort to achieve their potential. Successful students are motivated and inspired to continuously improve academically and personally. Successful students are respectful and responsible school citizens who contribute to a positive learning community.

C.V. Starr Mission Statement

The mission of the C.V. Starr Intermediate School is:
to celebrate life, learning, and the pursuit of academic excellence,
to encourage and inspire respect, to embrace diversity and
to value the accomplishments of all members of the C.V. Starr school community.

Dear C.V. Starr Students and Parents/Guardians,

Welcome to the C.V. Starr Intermediate School. This resource has been prepared as a guide and provides information you may need to have a successful year. Whether you are a new student here or a returning one, you will find this handbook helpful. Once you have completed reviewing the information, please sign the attached Handbook Awareness Statement, Permission to be Photographed, and the Computer Network Usage Parent/Guardian Consent Form. Please return these forms to your homeroom teacher by Friday, September 7th, 2018.

The staff at C.V. Starr Intermediate School is committed to the academic, physical, emotional and social successes of all students. As we begin a new year, we ask students to make a commitment to do their very best each and every day. Students are expected to set new goals for themselves and make plans to achieve those goals.

A new school year is an opportunity to make new friends and strengthen existing friendships. Let's all work together to develop a respectful school environment in which everyone feels comfortable and confident. Students are to be respectful and considerate of how their actions affect others. Remember to treat others as you would like to be treated.

Through the combined efforts of the C.V. Starr staff, students and parents/guardians, we are confident each and every child will have a successful school year.

Sincerely,

Theresa Cherry
Principal

Maggie Andriello
Assistant to Principal

Handbook Awareness Statement

The C.V. Starr Student Handbook is posted on the C. V. Starr Intermediate School website. My signature below indicates that I have read all the information contained in the C.V. Starr Intermediate School Student Handbook.

Student's Name (Print) _____

Student's Signature _____

Parent/Guardian's Signature _____

Date _____ Grade _____ Homeroom Teacher _____

Permission to Photograph for Publication (Reference Page 21)

- Yes, I give permission for my child to be photographed for Publication.
- No, I do not want my child to be photographed for Publication

Parent/Guardian's Signature _____

Computer Network Usage Parent/Guardian Consent Form

We have read the Brewster Central School District policy regulations concerning the use of the District computer network, the portfolio system, and the internet.

We also acknowledge receiving notice that, in addition to traditional instructional or library media materials, the District will potentially allow student access to external computer networks not controlled by the school. We understand that some of the materials available through these external computer networks may be inappropriate and objectionable; however, we acknowledge that it is impossible for the District to screen or review all available materials.

We agree to release the Brewster Central School District, Board of Education and its agents and employees from any and all claims of any nature arising of the computer network, portfolio system and the internet in any manner whatsoever. We agree that the computer network, the portfolio system and the internet may also include remote access from home.

I have read the Computer Network/Internet Acceptable Use Policy with my child. I agree that he/she may have access to the Brewster Central School District computer network, the portfolio system and the internet.

Parent/Guardian Name – (Print)

Parent/Guardian Signature

As a student of C.V. Starr Intermediate School, I will follow the Acceptable Use Policy.

Student Name – (Print)

Student Signature

Please return this signed form to your homeroom teacher no later than September 7th.

**Brewster Central School District
Brewster, New York**

OPTIONAL

C. V. Starr Intermediate School

My E-Reader Contract

This contract is an agreement designed to help me develop responsibility, independence, and personal respect by allowing me to use my E-Reader in school.

Student: _____ (Print name) Date: _____

Homeroom Teacher: _____

I agree to use my E-Reader to enhance my learning experience in school and understand that I must follow the school's guidelines. I pledge to use my E-Reader for reading text only, and not to play games, send messages to others, use the Internet, or use my E-Reader in any other inappropriate manner. I understand that:

- All school rules found in the Student Handbook apply to using an E-Reader in school.
- I may only use my E-Reader in an adult supervised location.
- My E-Reader's Internet and networking capabilities must be turned off in school.
- I assume total responsibility for my E-Reader and that the school assumes no responsibility or financial liability for it.

I understand that I am responsible for my behavior. If I fail to honor this contract, the consequence will be that I will forfeit (lose) my right to use an E-Reader in school.

If I am successful, I will prove that:

- I can work with my teachers and parents to demonstrate that I am a responsible student.
- I can demonstrate my ability to be independent and make good choices.
- I can show personal respect for myself by demonstrating that I can use technology appropriately and wisely.

By signing this contract, I agree to follow the rules enabling me to use my E-Reader in school.

Student Signature: _____ Date: _____

I allow my child to use her/his E-Reader in school, and understand the guidelines listed above.

Parent Signature: _____ Date: _____

To help manage the E-Readers in the school, please supply this information. Thank you.

E-Reader Make: _____ (Kindle, Nook, etc.)

E-Reader Model: _____ (ex. Kindle *Fire*, Nook *Color*, etc.)

E-Reader Serial Number: _____ (To match owner & E-Reader in case of loss)

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C.V. Starr Intermediate School (845) 279-4018

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Attendance

General Attendance Information

C.V. Starr Intermediate School is in session from 8:45 a.m. until 3:15 p.m.

Consistent attendance is the heart of education. Please sign a student out for only important reasons. Understand that while he/she is out of school, classroom instruction continues. Excessive absenteeism can have an adverse effect upon academic achievement.

Attendance Guidelines

If a student is absent from school, the parent/guardian must call the school's attendance office, 845-279-4018 extension 3118 to advise of their child's absence. The New York State Education Department requires schools to produce a monthly attendance report. All children between 7 and 16 years of age must attend school the entire time school is in session, unless:

- He/she is physically or mentally incompetent
- He/she has completed a four-year high school course of study

The following conditions may excuse a student from school attendance:

- Sickness of pupil
- Sickness in family (not to exceed 3 days)
- Death in family
- Extremely bad weather
- Impassible roads
- Religious observations

The consent of the parent/guardian to the absence of the student has no effect upon the lawful dominion of the state in regard to attendance.

The following would be considered unexcused excuses for student absences:

- Parent/Guardian work schedule
- Errands
- Shopping
- Caring for siblings
- Vacation

Written Excuses

Students are expected to bring a note from their parent/guardian upon their return to school.

The following information should be included:

- Student's name
- Dates of absences
- Reason for absences
- Parent/Guardian signature
- Parent/Guardian phone number

Any absence of five (5) days or more for medical reasons requires a doctor's note.

Attendance Codes

Student absences will be coded using the following:

- A - Absent unexcused, no parent note
- APE - Absent, parent excused
- E - Doctor's note submitted

Chronic Absences:

Administration will follow the steps below for those students with chronic absences.

- Step one - A letter of concern will be sent home.
- Step two - A second letter of concern will be sent home, requiring the parents/guardians to come in for a meeting with the administration.
- Step three - Student may be referred to the Response to Intervention (RtI) Team.

Tardiness

Students who arrive tardy to school (after 8:50 a.m.) are required to report to the attendance office immediately upon arrival. Also, students are required to bring a note, written on the day that he/she is late, and should be given to the attendance office upon arrival. Parents, it is important that we have your cooperation and support in ensuring your child's prompt arrival at school. Students who come late miss valuable instruction and disrupt the learning of their classmates. It is important to recognize that from 8:45 to 9:00 a.m. critical procedures, daily organization and schedules are implemented.

Early Student Dismissal

Students dismissed early from school need a parent/guardian note stating so and must be signed out. A note from the parent/guardian should be brought to the child's homeroom teacher at the beginning of the day. The parent/guardian may be required to show proof of identification prior to signing out their child. Please be prepared to show a photo ID.

Requesting Homework

A parent requesting homework for an absent student must notify the main office by 9:15 a.m. on the day of absence and may pick up material after 3:15 p.m. Requests made after 9:15 a.m. will be completed and available for parents on the following school day.

Custodial Arrangements

Please inform the building Principal in writing if there is any custody issue regarding your child. Copies of legal documents detailing custodial arrangements should also be provided.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. Additional information can be obtained at www2.ed.gov/policy/gen/guid/fpco/ferpa.

AM Drop-off Procedures

When a parent/guardian finds it necessary to bring their child to school, students are to be dropped off and enter using the rear entrance, which will be open from 8:35 to 8:55 a.m.

Drivers with handicapped parking permits or students with temporary mobility limitations, please park in designated handicapped parking spaces in the front of the school and use the front entrance. Please note that by law, handicapped parking spaces are limited to those with valid permits.

Please note the following:

- 8:35 – 8:45 a.m. an aide will be available to assist students entering the school building
- 8:46 – 8:55 a.m. parents will need to park their vehicle and walk their child into the building
- An aide will be available at the rear entrance to monitor the door and record student attendance until 8:55 a.m. After 8:55 a.m. the rear door will be locked.
- Students who arrive after 8:50 a.m. are considered tardy and will be recorded as so.

All students arriving at and after 8:56 a.m. will need to use the main entrance and report immediately to the attendance office.

Students may not be dropped off before 8:35 a.m. because there will be not supervision until that time.

Pick-Up Procedures

Pick-Up Procedures

If it is necessary for you to pick-up your child at dismissal, please send in a note that morning to your child's teacher. At dismissal, your child will be sent to the cafeteria to be signed out by you or the person you designate to pick your child up. If you have not sent in a note, but it becomes necessary for you to pick up your child during the course of the day, please notify the main office no later than 2:15 p.m. Calls after 2:15 p.m. cannot be honored due to the time constraints in notifying your child's teacher. We will not honor a request for someone other than the parent/guardian to pick up a student unless we have written permission signed by the parent/guardian. All students must be signed out before leaving the building.

Drivers with handicapped parking permits or students with temporary mobility limitations please park in designated handicapped parking spaces in the front of the school and use the front entrance. Please note that by law, handicapped parking spaces are limited to those with valid permits.

Visitors

As a security measure, all visitors must sign in/out at the main entrance to the building located on Farm to Market Road and wear a visitor pass. Under no circumstances is anyone permitted to open a door for another person.

Academics

Report Cards

Report Cards will be issued three times a year. Report cards are springboards for discussion between you and your child, and you and your child's teacher. Your child's report card highlights specific strengths and areas that have room for improvement. Remember that children vary in their rate of development and they do not all reach the same level at the same time. It is important to communicate any learning concerns to your child's teacher.

The third grade report cards will utilize an academic performance level grade of Beginning, Developing, Securing and Excelling in each of the Standards. It will also report your child's specific instructional reading and writing levels achieved during each of three trimester reporting periods.

The report card grades for fourth and fifth are given on a percentage basis in the areas of Reading, Writing, Mathematics, Science and Social Studies for each of the three trimester reporting periods.

Within the grading system, each teacher develops a procedure for grading which best suits the uniqueness of the subject matter. Since each subject and classroom is distinctive, each teacher will present all students with a written summary of this procedure. Class participation is included as part of our grading criteria. Excessive absenteeism, lateness and requests for early pick-up can have an adverse effect upon academic performance.

If you have concerns regarding grades received, discuss your concerns with your teacher in a positive manner at an appropriate time. Discussions like this can lead to an improvement in your performance and to an understanding of the problem. Your teachers are interested in your success. Set goals for yourself and ask them to assist you to create practical plans to achieve them.

In the Special Area subjects (Art, Library, Music and Physical Education) students will receive a grade of 1-4 for each of the three trimester reporting periods. These grades will represent achievement and effort.

Homework Guidelines

C. V. Starr Intermediate School has developed the following homework guidelines for teachers, parents/guardians, and students. Homework is assigned to review material presented, to prepare for the next day's classes, to extend learning, and to help students develop habits of independent work and study. Some of the most valuable work by students is completed on their own at home. Since most work tends to be sequential in nature, it is essential that homework be handed in on time, especially if the student has been absent from class.

Teacher Responsibilities:

- Be clear about what is required for homework and what the criteria is for evaluating the completed work. The teacher should assign relevant homework assignments that either reinforce or expand the work done in the classroom
- Inform a parent/guardian if homework is consistently not completed
- Provide students with feedback on homework assignments

Student Responsibilities:

- Homework completed to the best of their ability and on time
- Provide quality products
- Make the teacher and/or the parent/guardian aware of any difficulties
- Obtain missed class work due to absences

Parent/Guardian Responsibilities:

- Provide an environment that facilitates effective homework/study time
- Model an attitude that supports the importance of homework, including reviewing report cards
- Communicate with school personnel as concerns develop
- When children are absent from school for more than one day, a parent/guardian should call the main office to arrange for homework pick-up

Parent Conferences

Parent conferences are scheduled twice during the year, at the end of the first and second marking periods. When necessary, additional conferences may be requested by either parents or teachers.

After-School Activities

All students attending school activities or functions are subject to the rules and regulations of the school. Students are not permitted to walk to before or after-school activities held in locations other than C.V. Starr. Parents or guardians must escort or drive students to these activities.

Cell/School Phones

Cell phones must be turned off in classrooms, physical education areas and hallways. Using a cell phone to record, store or transmit any images or videos in any way is not permitted unless under the supervision of a staff member. If cell phones are visible without permission they will be confiscated. The second time a cell phone is confiscated; a parent will be required to pick it up at the main office. If a student has an emergency that needs to be communicated to a parent/guardian, they should come to the main office and request use of the phone.

Internet Acceptable Use Policy

At C.V. Starr, all classrooms and the Library Media Center are equipped with network computers which have Internet access. All students receive instruction on the appropriate use of the Internet and are supervised when using the computers. Anyone interested in obtaining a copy of the policy can request a copy from the Brewster Central School District. This

information can also be located on the District website under the Technology tab. Before being able to use computers, all students must complete the Computer Network Usage Consent form located at the front of this handbook.

E-Readers

E-Readers are electronic devices that can enhance learning experiences in school. If you and your child choose to bring such a device to school, both of you must complete the E-Reader contract located at the front of this handbook before doing so.

Code of Conduct and Student Behavior Responsibilities

Code of Conduct

School is and should always be a safe, special place for all children. It is our goal to nurture children's self esteem, encourage them to develop positive relationships with peer and staff members, experience success, and exhibit control. Each school within the Brewster Central School District is required to adhere to the District Code on School Conduct and Discipline Policy. Anyone interested in obtaining a copy of the policy can find this information located on the District website.

Dignity for All Students Act (DASA)

In addition to the Code of Conduct, each school within the Brewster Central School District is required to adhere to The Dignity for All Students Act (DASA). This Act specifically ensures all children have the right to attend school in a safe, welcoming, and caring environment. On September 13, 2010, DASA was signed into law and became effective on July 1, 2012. This Act protects all public school students in New York State from harassment or discrimination by other students or adults. This Act prohibits harassment and discrimination of individuals on school property or at a school function based upon a person's actual or perceived race, color, weight, national origin, ethnic, religion, religious practice, disability, sexual orientation, gender or sex.

It also includes cyber bullying which is defined as harassment or bullying by any form of electronic communication, and include incidents occurring off school property that create or would foreseeable create a risk of substantial disruption within the school environment. The C.V. Starr DASA coordinator is the Assistant Principal, Nancy Ferrarone.

Student Behavior Responsibilities

Throughout the course of every school day it is the responsibility of each student to assume the following to ensure the best education possible and ensure an appropriate, caring and safe environment that respects the rights of all individuals learning and working in the school community. Those responsibilities are:

- Accept responsibility for his/her actions
- Respect the rights of others
- Contribute toward establishing and maintaining an atmosphere that generates mutual respect and dignity for all
- Attend school on a regular and punctual basis
- Complete the course of study prescribed by the state and local school authorities
- Complete class assignments and other school responsibilities by established deadlines

- Respect school property and the personal property of others and help to keep such property free from damage and theft
- Follow school regulations and rules made by school authorities
- Be familiar with these student expectations and the C. V. Starr Intermediate Student Handbook

Each of us should make good choices and consistently strive to be respectful, thoughtful and courteous. At morning arrival, during classes, and assemblies, at lunch/recess, hallways, at dismissal, and on the bus, all students are expected to act responsibly.

Classroom rules will be developed with students and will be posted in each classroom. Consequences are uniformly implemented throughout the school and will be thoroughly explained to the students by each teacher.

Recognizing Responsible Behavior

Our school utilizes a positive behavior system that recognizes and rewards students for positive actions. This system has been developed based on our goals to continually support and nurture students' character in the areas of respect, responsibility and caring. Students demonstrating these characteristics are recognized in the following ways:

1. The Stand Tall Club - Students are recognized and rewarded for exemplary behavior and effort. Staff submit students for recognition. Students' names are announced, a special letter is sent home and their picture will be posted within the school.
2. Accelerated Reader Program – Many books in our library are marked as Accelerated Reader books. Students read these books and then take an on-line comprehension quiz. As they accumulate points from these quizzes, they can earn accelerated reader recognition that includes a medal, bumper sticker, and school-wide announcement.

Unacceptable Behaviors

The following are examples of unacceptable behavior at the C. V. Starr Intermediate School. This list is certainly not comprehensive, nor does it represent all behaviors that may be considered unacceptable.

- Fighting
- Destroying school property
- Harassment or intimidation of other students or adults based upon a person's actual or perceived race, color, weight, national origin, ethnic, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression and nonconformity to gender stereotypes).
- Cyberbullying (i.e., through cell phone, computer, etc.)
- Deliberate defiance, profanity or obscenity
- Serious disruptive behavior which impedes the teaching/learning process for others
- Leaving school grounds without permission
- General misconduct
- Possession of dangerous instrument
- Possession of a weapon. This is state law. Possession of knife or other weapon, regardless of the size of the weapon or the intent of the student, will result in up to a five day out-of-school suspension and a Superintendent Hearing

Behavior Interventions

In general, discipline will be progressive; a second violation will merit more severe consequences than the first, and so on. Administration reserves the right to take the most severe action in a first event of serious misconduct and/or to notify appropriate law enforcement agencies if a student is suspected of engaging in conduct which would constitute a crime. The following guidelines regarding student behavior are designed to address student conduct in general and are certainly not comprehensive, nor do they represent the “final word” on all discipline issues.

The range of behavior interventions for violations of these expectations which may be imposed include the following:

- Verbal warning
- Written warning
- Verbal or written notification to parent/guardian
- Administrative detention
- Parent/Guardian conference
- Classroom management such as change of seat, assignment
- Unstructured area safety plan
- Remedial instruction or other relevant learning or service experience
- Counseling with school social worker or school psychologist
- Behavior assessment/contract
- Removal of privileges
- In-school suspension
- Suspension from transportation
- Suspension from social or other school-related activities
- Out-of-school suspension

Basic Principles Regarding Student Investigations

- Parental permission is not required for school administrators to meet with a student regarding a discipline issue. Under District policy, school officials may conduct an investigation into school policy or Code of Conduct violations or other school disciplinary matters (See, Policy No. 5310)
- There is no requirement for school personnel to provide a student with a “Miranda” type warning prior to questioning or to advise the student of the consequences of answering questions (See, *Pollnow v. Glennon*, 757 F.2d 496 [2d Cir. 1985])
- The District is required to investigate claims of harassment (e.g. on the basis of race, disability or sexual harassment) under federal law and District policy (See, Policy No. 5311.3)
- School officials should allow police to enter the school building to interview students or use school facilities in connection with police department work, unless they have a warrant (See, Opinion of Counsel, 1 E.D.R. 800 (1959)). In cases where the police do have a warrant, the school will attempt to reach the parents

Use of Surveillance Cameras in the District and on School Buses

It is the Board's responsibility to ensure the safety of the District's students, staff, facilities and property. While the Board recognizes the importance of privacy, it has authorized the use of surveillance cameras on District property including in school buildings, school facilities, as well as on school buses, when necessary. These surveillance cameras will help to assist the Board in maintaining the overall safety and welfare of the District's students, staff, property, and visitors, as well as to deter theft, violence, and other criminal activities.

Further, surveillance cameras will only be placed in public or common areas, such as stairwells, hallways, cafeterias, parking lots, or playgrounds, and not in private areas such as locker rooms, bathrooms, or other areas in which individuals have a reasonable expectation of privacy. Audio recordings will not be utilized by the District officials, however, this prohibition may not preclude the use of audio recordings by law enforcement officials in accordance with their official duties or as otherwise authorized by law.

Disciplinary Proceedings

Video recordings or footage from District surveillance cameras may be used in student or employee disciplinary proceedings, as appropriate.

Signage/Notification

The District will place signage at entrances to the school campus or at major entrances into school buildings notifying students, staff, as well as any visitors of the District's use of surveillance cameras. Students and staff will also receive additional notification, as deemed appropriate by the Superintendent, regarding the use of its surveillance cameras through means such as publication in the District calendar, employee handbook, and/or the student handbook.

Maintenance of Video Recordings

Any video surveillance recording in the schools, on school buses or on school property, on tape, CD or digitally, will be the sole property of the District and stored in its original form and in a secure location to avoid tampering and also to ensure its confidentiality in accordance with relevant law and regulations.

In addition, to the extent that any video images create student or personnel records, the District will comply with all applicable state and federal laws related to record retention, record maintenance, and record disclosure, including the Family Educational Rights and Privacy Act ("FERPA").

General Expectations

Gum Chewing

Careless disposal of gum in drinking fountains, on furniture, and on floors presents sanitation and cleaning problems along with costly repair. Therefore, gum chewing is not permitted.

Hallway

Students are expected to walk from class to class and stay to the right side of the hallway. Students are asked to be courteous and polite while traveling through the building. Running and

other hazardous behavior in a busy school hallway creates a danger to personal safety, and is not permitted.

Personal Appearance

Studies indicate that the manner in which a student dresses and grooms is reflected in personal behavior and academic performance in school. We actively recognize and take pride in the appearance of our students. Students are expected to dress neatly in attire suitable for school activities and environment. Students are to refrain from wearing midriff, cut-off and halter tops, hats or head coverings, tank tops with spaghetti straps, short shorts or T-shirts with suggestive or obscene words.

Selling for Profit

Students are not permitted to sell any items at school such as gum, candy, make-up products, etc., for personal profit or for profit for any organization. Reference BOE Policy 5550.

Cafeteria

Student Cafeteria Behavior Expectations

The cafeteria is a public eating place and students are expected to behave in a manner which demonstrates the high quality of their personal table manners and their respect for other students. These behaviors include:

- Staying seated unless an adult has given them permission to leave
- Using an indoor speaking voice
- Being considerate and respectful of adults and other students
- Directions from monitors are to be followed at all times
- The non removal of food from the cafeteria unless the student is scheduled to meet with a teacher
- Being responsible for cleaning up after her/himself
- Use of appropriate table manners

Cafeteria Payment Plan

Breakfast and lunch are served daily in our cafeteria. Students may bring lunch from home or purchase it at the school cafeteria.

All students have an “account” that can be accessed through their personal identification number (a four digit number issued to students from Food Services). Parents can send in a check payable to *Brewster School Lunch Program* or cash, in an envelope marked with the student’s name, homeroom teacher and “Cafeteria Payment” marked. Monies will be credited to student accounts. When a student’s account is getting low, the cashier will notify the student.

In addition to lunch, snacks and milk are available for purchase. Parents may give permission for their child to use the lunch account for snacks by sending a letter to the Food Service Department. We participate in the National School Breakfast and Lunch programs, which are designed to provide nutritious meals at reasonable prices. Should you have any questions about the breakfast or lunch programs, please contact the Food Service Department at 279-3702, ext. 2124.

Early Dismissal/Emergency Closing

There may be a few days when school will be closed or a delayed opening may occur due to heavy snow or unusually hazardous conditions. Announcements of delays or closings will be broadcast on the following radio stations:

WAXB	105.5 FM	WDAQ	98.3 FM
WHUD	100.7 FM	WLAD	800 AM
WPUT	1510 AM	WFAS	1230 AM/103.9FM

The Educational Channel, Comcast Cable Channel 22, broadcasts Brewster School District information daily, including two and three hour delays and closings. Also check our website: www.brewsterschools.org.

In addition, the school district uses an automated phone calling system to alert parents/guardians of the need to close schools or any important information that parent/guardians need to receive in a timely manner. Parents/Guardians' home and cell phone numbers, if supplied to the school, will be contacted via this automated system.

An Early Dismissal due to unsafe weather conditions or unusually hazardous circumstances can occur at any time. Therefore, parents/guardians are requested to review with their child the procedures they should follow in this event to assure students know what to do.

Emergency Evacuation

Emergency evacuation drills are an important part of the school safety program and must receive serious consideration.

- The signal for an evacuation drill is given by the ringing of the fire alarm
- Absolute silence is required
- Instructions for leaving each room are posted on the bulletin board in that room
- Students should walk briskly, but must not run
- Students must move away from the exit doors, onto the school grounds and remain in line
- Students must listen for and obey the commands of the staff at all times.
- When verbal and visual signals are given, students are to return quietly to the room they vacated

In addition to this evacuation drill, we regularly practice and review similar drills that address varied emergency situations. These drills work to protect the safety and well-being of all our students and staff.

Transportation

Board of Education Bus Conduct Policy

The behavior of students on buses of the Brewster Central School District is a matter of major importance since the health and welfare of the students is jeopardized when behavior is not

appropriate. The students, parents/guardians, administrators and transportation staff will work together to establish and maintain consistent procedures which result in appropriate behavior on buses and effective resolution of inappropriate behavior. Students are expected to follow the same rules and regulations for appropriate and safe behavior on the bus as they would within the school.

Students are expected to stay seated while the bus is in motion. Warnings are given for improper behavior. After a warning, the student is written up on a bus discipline report. For serious or hazardous occurrences, a discipline report is completed immediately and forwarded to the Principal. Bus service may be suspended for a given period of time as a consequence for serious and hazardous behaviors.

Bus Passes

If it is necessary to change a bus route or bus stop for long-term childcare purposes, parents/guardians must submit a *Request for Change of Bus Stop for Child Care* form to the Transportation Department at least ten business days in advance. A new form must be submitted each school year.

As per school policy, a bus pass for another bus stop or route will only be granted on a daily basis for emergency childcare purposes. Parent/guardian must submit a written request for a bus pass to your child's homeroom teacher with specific information including the reason for the change, the bus route number, and the bus stop.

Transportation to after-school activities (CCD, scout meetings, play dates, birthday parties, etc.) must be provided by parents. Bus passes will not be provided for these activities. Any questions or problems related to buses or transportation should be referred to the office of the Transportation Supervisor, (845) 279-4700.

Student Services

Class Trips

Class trips are an integral part of the educational process. They are planned to extend and enrich the curriculum through live experiences. We hope that all of the class trips are exciting adventures for our students. It is important that all students remember appropriate behavior and follow the regular school rules to ensure everyone's safety.

Before your child may attend a class trip, a permission slip must be completed with all necessary information including emergency contact information. Transportation is provided by the school transportation department unless otherwise specified. Chaperones will be requested on a needs-basis depending on the field trip.

Library Media Center

The Library Media Center is a place where students and teachers can come for information and recreational reading materials. The library has a variety of information sources, including books, reference books, CD's, computers, Ipads, and on-line services. All of these materials are for the use of the entire school and must be treated properly and carefully. If there is any question as to

the proper use of any materials in the library, see the librarian. Any material borrowed from the library must be returned at or before the end of the loan period (usually two weeks – overnight for reference materials).

Lost and Found

Students who find lost articles are asked to take them to the lost and found located in the lower level stairwell where they can be claimed by the owner. Items of value (money, jewelry, etc.) will be kept in the main office. Any items lost or found on the bus may be held at the Transportation Department.

Special Announcements

School notices that are sent home are also posted on the district website. Go to www.Brewsterschools.org and click on to e-backpack. In addition any special announcements will also be included on the Principal or Teacher web pages.

Support Staff

The school psychologist and social worker are available to all students. Often, problems concerning both school and one's personal life can appear unsolvable. Many times these problems can be helped with counseling. Working together with teachers and administrators, counselors encourage students' academic and personal growth. The following are some of the services they provide:

- Individualized and group counseling
- Orientation for new students
- Liaison between school, family, and community

School Nurse

The School Nurse is available to assist students with health and medical issues. The Nurse is responsible for first aid care of school children that are injured or become ill while under school supervision. All accidents that occur in the school building, on school property or at any school sponsored activity must be reported to the nurse immediately. The Nurse may be reached at (845) 279-4018, ext. 3115.

First aid is treatment that attempts to protect the life and comfort of a child until authorized treatment is secured. It is limited to first aid treatment only, following which, the child is to be placed under the care of his/her parent/guardian. The parent/guardian has the responsibility for subsequent treatment.

If a child needs to take medications during the school day, parents must submit a written order from the doctor and a medication permission slip must be signed by the parent. A medication permission form is available in the nurse's office. It may also be downloaded from the school nurse's website. It is required that such medications be delivered directly to the school nurse by a parent/guardian in the original prescription bottle. This includes over the counter medications such as Tylenol or cough medicine. Medications should not be sent to school with a student. If a student brings medication to school, it will be confiscated and the parent will be contacted.

Photographs for Publication

During the school year, special events are covered by the local news media for publication purposes. Students may be photographed during these events, and photographs may be printed in local newspapers, district bulletins or on the district website. Please indicate on the letter in the front of this handbook whether or not you give permission for your child to be photographed for this purpose.

Recess

Indoor or outdoor recess should be an enjoyable time for all students. Respect, good sportsmanship and responsibility should be the basis for student behavior and decision-making. Please send your child to school assuming there will be outdoor recess. Hats, gloves and boots should be worn or brought to school so children will be warm during the winter months. Local weather conditions are monitored and a decision is made around 10:15 a.m. to determine if the weather is acceptable for outdoor recess.

Please discuss the following rules with your child that need to be followed on the playground:

- Respect and consideration for all adults and all students
- All play equipment should be used in a safe manner according to the rules
- Directions from staff on duty must be followed
- Students must get permission from an adult on duty to leave the recess/playground area
- Students should not re-enter and walk through the building without permission

Textbooks

Students are responsible for all books assigned and will be expected to pay for lost or damaged books including those reported as “stolen.” Be certain that the student’s name, homeroom, and subject teacher appear on the inside cover of each book. Textbooks are to be covered at all times.

Parent Messages to Students

Requests from parents/guardians to deliver messages to students often disrupt the educational day and can mean the loss of class time. We realize the necessity to communicate emergency-type messages and request your help in limiting the disruptions of students’ class time. When possible, please make every effort to communicate messages to your children prior to their departure to school in the morning.

Personal Property Reimbursement

In conformance with Article 8, Section 1 of the New York State Constitution which prohibits a school district from using public monies in aid of private individuals or corporations, and pursuant to the State Comptroller’s ruling (270P State Compt. 190-1971) which prohibits a Board of Education from carrying insurance to provide for the loss of personal property carried on to school facilities by students and non-employees of the district, the Board of Education of the Brewster Central School District, Brewster, New York, presents and endorses the following policy:

No student, visitor, parent/guardian or any other non-employee of the district will be reimbursed for lost, stolen or damaged personal property brought on the school premises for any purpose. Personal effects brought in by students and other parties who are not employed by the district

may include, but are not limited to, clothing, jewelry, sports equipment, musical instruments, electronics and other items used in the educational curriculum or recreational activities of third parties not employed by the district which are brought on the district premises for any purpose.

The District will not reimburse students or other non-employees for the cost of replacing or repairing dental work, eyeglasses, hearing aides, or other prosthetic devices which are destroyed or lost as a result of injuries sustained during the course of the school day.