

POUND RIDGE ELEMENTARY SCHOOL STUDENT HANDBOOK

2022 – 2023



“Inspiring and Challenging Our Students”

**914-764-8133
914-864-3495 (fax)**

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POUND RIDGE ELEMENTARY SCHOOL

7 Pound Ridge Road
Pound Ridge, NY 10576

Main Office: 764-8133

Fax: 864-3495_

POUND RIDGE ELEMENTARY SCHOOL STAFF & CONTACT INFORMATION 2022-2023

All emails can be found at www.bcsdny.org

All extensions can be reached by dialing 241-6000, listen for prompts, then enter the extension listed below.

<u>MAIN OFFICE STAFF</u>	<u>POSITION</u>	<u>EXT.</u>	<u>CUSTODIAL STAFF</u>	<u>EXT. 1821</u>
STEPHANIE BELL	PRINCIPAL	1802	DANARDE ROACH	HEAD CUSTODIAN
SALLY VOSS	SCHOOL NURSE	1803	CIRO MAZUERA	
ADRIANA PACE	SECRETARY/ PRINCIPAL	1800	RICHARD GASPARINI	
SUSAN REINER	CLERK MONITOR	1801		
ERIKA VOLPE	ELEM. COORDINATOR	1805		

<u>KINDERGARTEN STAFF</u>		<u>1ST GRADE STAFF</u>		<u>2ND GRADE STAFF</u>	
LENA NURENBERG	KN	JILL BRESNICK	1B	LAURIANNE HART	2H
JACKIE GRASSO	KN TA	ALLISON DELESIA	1D	MARYBETH SCHREIER	2S
JESSICA LAPADULA	KL				
CARLIE SPENO	KL TA				

<u>3RD GRADE STAFF</u>		<u>4TH GRADE STAFF</u>		<u>5TH GRADE STAFF</u>	
JACKIE GUGLIELMO	3G	STEPHANIE D'URSO	4D	AMY COUGHLIN	5C
SARAH SACHS	3S	RANDI NEGLIA	4N	MARIA PAPPACE	5P
				TINA BONACORSO	5B

<u>TEACHER AIDES</u>	<u>CAFETERIA STAFF EXT. 1823</u>	<u>INTERNS</u>
CAULETTE CARACCILO	DREW CAICO	
KYLE GIBBONS		
LINA GONCALVES (IA)		
SILVANA GRULLON		
ANGELA LUPPINO		
STEVE SAMAHA		
LYN TAVOLACCI		
STACEY WALLACE		
BRITT WILSON		

<u>SPECIAL AREA STAFF</u>	<u>POSITION</u>	<u>EXTENSION</u>
RINA BALDO	LIBRARIAN	1814
JULIANNA FERREIRA	ART TEACHER	
JESSICA STERN	PSYCHOLOGIST	1819
JESSICA CRUPI	TIERED SUPPORT	1822
JULIE DAVIDSON	LEARNING SPECIALIST	
LYNN DONNAVAN	GENERAL MUSIC	
ANGELA GONCALVES	LEARNING SPECIALIST	1834
KAREN LANDERS	STRINGS	7595
JAIME LOWERY	OCCUPATIONAL THERAPY	1817
SHARI PALEY	SPEECH AND LANGUAGE	
JEAN MAZZILLI	PE TEACHER	1816
JOHN MORGAN	TIERED SUPPORT	1822
MICHAEL MULDER	BAND-4TH GRADE	
STEVE SAMAHA	COMPUTER LAB	1820
CHERYL STARCE	ESOL	1810

DISTRICT CONTACT INFORMATION

All extensions can be reached by dialing 241-6000, listen for prompts, then enter the extension listed below.

<u>BCSD DISTRICT NUMBERS</u>	<u>EXTENSION</u>
SUPERINTENDENT'S OFFICE	6011
CURRICULUM/INSTRUCTION OFFICE	6006
BUSINESS OFFICE	6020
DISTRICT CLERK	6011
FACILITIES	6015
SPECIAL EDUCATION	6034
PUPIL PERSONNEL SERVICES	6195
REGISTRAR	6005

SCHOOL HOURS

School hours are from 9:00 AM to 3:00 PM.

Students should arrive by 8:50 AM. Instruction begins promptly at 9:00 AM.

EARLY DISMISSAL

On days when school is dismissed early, (i.e., for parent conferences), dismissal for all children will be at 11:30 AM. No lunch will be served on these days.

MORNING ARRIVAL

We are happy to welcome students and parents into the building beginning at **8:40 AM**. If a parent has an appointment with a teacher or staff member, or a student is participating in a special class, simply give your name at the main office entrance. **Please do not drop off your child before 8:40 AM and pull away, as we do not yet have adequate student supervision until 8:40 AM.**

We encourage all families to take advantage of the bus transportation that is provided, as traffic congestion at morning arrival can be stressful for parents and students, and can endanger the safety of children. If you are dropping off your child in the morning (after 8:40 AM), please use the drop off circle. Please do not let your child out of the car until you have pulled up to the sidewalk in front of the building. Please do not park in the circle as this can impact other parents dropping off their children, and block traffic flow into the parking lot and on Pound Ridge Road.

If you must walk your child into the building, please use a marked parking spot in the front or back of the building and check in at the main office. Depending on their age, students will either walk independently or with a staff escort from the main office. Parents do not walk their child to class unless a prior arrangement has been made with the classroom teacher, and the teacher has advised the main office.

While pulling into and out of the parking lot during this busy time of day, please be mindful of the other cars, pedestrians, and buses.

Parents are not permitted to come to the classroom while school is in session, unless prior arrangements have been made. Books, coats, lunches, backpacks, and other items for children are to be left in the main office with any member of the office staff who will get them to the child.

ABSENCE AND TARDINESS

Attendance

The Bedford School District uses SYNERGY, a computer program that allows us to maintain accurate student information including attendance for each child. Teachers log in attendance for each child on a daily basis via eschool. When there is an absence, late arrival, or early dismissal, they are noted and tallied. With accountability regulations under NCLB (No Child Left Behind Act) school districts are required to document each absence, lateness, or early departure. This means that parents and guardians must provide a note explaining each irregularity. It is no longer acceptable to have a child arrive late and get a late pass. We must have a written explanation which will be coded in eschool. The same holds true for absences and early departures.

Please enter the absence into SDM or call the school as early as possible (before 9:30 AM) the first day of a child's absence (914)764-8133, or you may email Susan Reiner at sreiner0915@bcsdny.org

If you would like to pick up that day's homework, please request any homework assignments at this time.

Homework can be sent home with another student or picked up shortly after 3:30 PM.

Students are to bring a note from home on the day they return from an absence. This note must be signed by a parent or guardian giving the date and reason for the absence. Extended absences may require a physician's note.

All students are expected to be in class and ready for instruction by 9 AM or they will be marked as tardy.

Illegal Absence - School Board Policy

Vacations, occasional employment and other non-emergency activities are not excusable absences. If a student is absent for such reasons, the extra work requested of staff will have a low priority, and the ordinary work of dealing with the educational program of those students attending school will take precedence. Requests for such absences are strongly discouraged and any requests for special accommodations must be directed to the school principal at least one week in advance. The principal has full discretion to deny such requests, and in most cases is encouraged to do so. Under ordinary circumstances, these requests will not be honored unless they are received thirty days prior to the event.



LUNCH/RECESS

The lunch period is approximately 45 minutes long. Approximately half the time is for student dining and the other half for supervised play. During inclement weather, quiet games in the classroom are planned. Weather permitting, students will go out unless the “feels like” temperature is below 20, please send your child to school with the appropriate outdoor attire.

Please see the district website for information on the district lunch management system My School Bucks. You can add money to your child's card, track lunches, and get low balance alerts. Please see www.MySchoolBucks.com for more information.

The PTA Lunch Fund:

For those times when your child's card has a low balance or you may have missed an alert for a low balance, the PTA provides a service for your family by paying for their school lunch for that day. This fund is for emergency use only and should not take the place of funding on your child's lunch card.

If your child does not have enough money to cover lunch on their card, the school lunch aid will reimburse Aramark on your behalf (courtesy of the PTA). You will then receive a receipt that will reflect the balance owed to the fund. You should also immediately add money to your child's lunch card. You must also reimburse the lunch fund for the amount borrowed as this is a separate entity. **Exact change, cash only**, should be sent in with your child **the next day** to: PTA School Lunch Fund C/O PRES Main Office.

Please note: When your child borrows from the PTA Lunch Fund, they are allowed to borrow for one lunch with a drink. Unfortunately we can not lend money for snacks and seconds. We are sorry for the inconvenience.

SNACKS

Students are responsible for bringing a nutritious snack from home each day.

SPECIALS

In addition to classroom instruction, each child also receives instruction in art, music, library, P.E. and computer. These “specials” are incorporated into a 4 day cycle as follows: Art — one 42-minute period; Music — one 42-minute period; P.E. — two 42 minute periods; and library — one 25-minute period per week. Opportunities for string and instrumental instruction are also available. Schedule and frequency vary by grade level.

Physical Education

All students registered in New York State schools are required by the Education Law to attend physical education classes. This means that a student who is unable to participate in the entire program must have a special form signed by a doctor.

Please dress your child accordingly. To participate safely, students will need sneakers. The parent or guardian must write a note if a child is to be excused for any reason. If a child has been excused from physical education for more than two weeks (four class periods) s/he must provide a note from a doctor before s/he may return to class.

Computer Education

Bedford Central School District has a 1:1 device program in grades K-5.

Instrumental Music

Interested students may elect to participate in extracurricular music. PRES offers chorus, band, and a string program. Band and chorus begin in the 4th grade. String instruction begins in the 3rd grade. Small group lessons are provided for band and string students. Parents should note that these lessons are scheduled before school and during the school day.

DISMISSAL-School Dismissal Manager (SDM)



Making Daily Changes:

Securely login to School Dismissal Manager (www.schooldismissalmanager.com) when there's something different in your child's normal dismissal routine and click to change. It's that simple. Enter the daily dismissal plan for your child (known as the “exception” dismissal plan). **Any daily dismissal changes must be made by 1:00 PM.** No dismissal changes, unless it is an emergency, will be accepted after the 1:00 PM cut-off time. When elementary schools are dismissed at 11:30 AM, the cut-off time will be **10:30 AM**. Also, any time a change is made a confirmation email is sent to all parents of record for that child...safety is the number one priority. In addition, you can set up dismissal changes in advance. If you know your child will be attending a program after school or will need to ride a different bus, you can set this up electronically. Playdates, doctor's appointments, Pride, gymnastics and more... can all be arranged at the click of a button on School Dismissal Manager!

Daily Dismissal:

Each day, after 1:00 p.m., School Dismissal Manager will automatically send an up-to-the-minute dismissal report to your child's school. “Last minute scrambles for both parents and school staff are avoided and the safety of every student is ensured. It's simple. It's safe.” The school will communicate to bus drivers, classroom teachers, and pick-up staff any dismissal changes for the day.

If someone other than a parent/guardian will be picking up your child, you must indicate that person's name in the notes section of SDM. Please make sure they have the appropriate I.D. ***We cannot dismiss your child to any adult without your permission.***

PARKING

Please use the front and back parking lots in the designated areas. Please observe the posted signs. Please do not park along the driveways or in illegal parking spaces; space is tight, and this creates hazards for drivers and pedestrians. The bus circle along 172 is for **buses only** from 8:30 - 9:00 AM and both bus circles from 2:40 - 3:30 PM. Do not park or turn in the circle during these times.

EARLY PICK-UP FROM THE MAIN OFFICE: BEFORE 2:40 PM

All early pickups must be entered into SDM.

When a student is to be dismissed early, which is strongly discouraged, the student must be picked up in the main office by the parent, or person who has been authorized, (enter this information in the notes section of SDM), by the parent/guardian.

If your child is leaving early and will be returning to school, please indicate that in the notes section of SDM.

Students must be picked up **before 2:40 PM**. For the safety of our students during our dismissal procedures, the office will not admit any parents after 2:40 PM and your child will be sent to the pickup line instead. We are sorry for any inconvenience this may cause.

PICKUPS 3:05-3:20 PM

All students who are being picked up will be dismissed to the gym promptly at 3:05 PM. Doors will not be opened until 3:05 PM, so we ask that you arrive at the school **no earlier than 3:00 PM**. Please remember to have your I.D., as no child will be dismissed to an adult without proper identification.

Pull into the parking lot and follow the driveway all the way up into the back parking lot behind the building. After parking in a spot and **not along the sidewalk**, walk towards the gym doors (doors are visible from the parking lot).

Please form a line and have your I.D. ready. All children must be signed out. Once your I.D. has been checked and you have signed out any child you are picking up, a staff member will call for them. Staff members are assigned to supervise students, check I.D.'s and to monitor the sign out book. To avoid congestion, please depart promptly with your child.

SAFETY

Our top priority at PRES is to keep your children safe and secure when they are here at school. Please be aware that *our exterior building doors will be locked* at all times. Therefore, please plan on entering our school building only through the main entrance. All guests must be buzzed into the building through the main entrance, must show photo ID, and will be given a guest badge. Please wear this guest badge throughout your stay in the building and then discard when you sign out of the building. We ask that visitors go directly to their destination and to ***return directly to the office upon visit completion to sign out***. Please do not prop the door open for a visitor who has not received a proper guest badge. We require that ALL staff supply the office with a list of daily visitors, time, and reason. If a staff member is unaware of the visit, we will ask the visitor to

reschedule, and inform the staff member to contact the visitor. In advance, we thank you for your cooperation as we work to maintain a warm, welcoming, and safe environment for our students, staff and visitors.

TRANSPORTATION

Children riding school buses to and from school are required to do so daily unless communication from the parent/guardian specifies otherwise. It is for the child's safety and well being that this policy must be strictly enforced. All school buses are equipped with seat belts. Parents should require their children to wear the seat belts. Children are seated on the bus with the youngest students up front and the older students seated in the rear. A child may not ride a bus other than his own without written parental permission. If your child will be riding a different bus for a childcare program on a regular basis, you must complete the Daycare Transportation Form with the Transportation Department. ***It is important to note that if a specific bus is crowded with students who are regularly assigned to the bus, "extra" students (play dates etc,) may not be permitted to ride the bus.***

Bus drivers will report students not following expectations in writing to the principal who will speak to the child and inform the parents if necessary. **In instances of serious or recurring infractions, or when the safety of students is jeopardized, the privilege of riding the bus may be denied.**

Regulations of the NYS Department of Transportation, who is responsible for the enforcement of regulations regarding safety on school buses and public transportation, have indicated a very strict interpretation of the code concerning baggage on school buses. The net effect of these regulations is to forbid the carrying of any article on a school bus that could block an aisle or become a missile in the case of an accident.

Pursuant to these regulations, **please be advised that the following items are not to be carried on school buses:**

- Sports equipment that would pose a danger, i.e., hockey sticks, skates without guards, bats, etc.
- Any musical instrument or other object which cannot be carried comfortably on the **student's lap**.
- Any other item of like nature that might pose a safety threat.

Contact the Bedford Central School District Transportation Department at 241-6001, 241-6008, or 241-6174 for any bus related questions or concerns, and to retrieve items left on the bus.

NO STUDENTS ARE TO BE DROPPED OFF ON POUND RIDGE RD.

Students may not ride bicycles to school. **Special Note: THE POUND RIDGE POLICE DEPARTMENT MONITORS CAMPUS TRAFFIC AND ILLEGAL PARKING. REGULATIONS WILL BE ENFORCED. VIOLATORS WILL BE TICKETED.**

FIELD TRIPS

Field trips are an important part of our educational program. They provide students a special kind of learning through first-hand experiences which cannot be experienced in a classroom. There are many worthwhile sites for field trips both within walking distance of the school and within reasonable driving distance. For trips requiring transportation, students will ride buses approved by the BCSD Transportation Department.

Parental permission forms are to be signed prior to each trip and the school encourages all children to participate in the trip.

The trips are planned by a grade level team with related educational objectives in mind. Parents may be asked to help in any one of the many stages of planning and often are invited to participate as chaperones. The teachers will decide who will chaperone each trip based on the trip activity, trip location and class profile. **Since safety and supervision of children is of paramount importance, we cannot allow siblings on trips.**

AFTER SCHOOL ACTIVITIES

Provisions may be made for some after school activities. Bus transportation may be provided. Specific dates, programs and participating age groups are announced prior to each session.

HOMEWORK

Homework is an important connection between home and school. Homework helps children review, extend or supplement their class work and also helps them develop responsibility and good study habits.

Homework assignments may be extensions, enrichment, or a review of school experiences. Some work may be completed independently; other work may require parental input and guidance.

Parents often wonder whether they should help their children with homework. A child should be encouraged to begin the assignment and to complete as much of it alone as possible. Anything a parent can do to clear up misconceptions or remove confusion is helpful to a student. In certain subjects, however, a parent assisting his/her child should be especially careful to follow the procedure and approach being used in the classroom.

Homework is assigned at each grade level in increasing quantities and levels of sophistication. The children are expected to read for 20 to 30 minutes nightly in addition to other homework. Homework times and days will be adjusted for special circumstances, i.e. testing weeks and holiday times.

The usual homework times and days are:

Grade Level	Time/Days (in addition to nightly reading)
Kdg.	0 to 10 minutes on an occasional basis
1 st	10 to 20 minutes on weeknights
2 nd	20 to 30 minutes on weeknights
3 rd	30 to 40 minutes on weeknights
4 th	40 to 50 minutes on weeknights
5 th	50 to 60 minutes on weeknights for regular assignments and on weekends for occasional assignments and long term projects

It is expected that children will complete all assignments and that the work will be of high quality. If your child is experiencing difficulty, please call the teacher who will work with you.

If a child does not complete homework assignments, parents will be notified by the teacher. Consequences may result if homework is not being completed. These consequences will depend upon the child's individual needs and grade level. Should homework problems persist, the principal will be apprised of the situation.

The **Home/School** folder is the best way for homework to be sent home and returned to school. Children should bring the folder home nightly to aid in home/school communication.

ATTIRE

Children and parents are responsible for the way students dress. It is assumed that children will dress appropriately for the weather and activity. In warm weather, appropriate shorts, tops/shirts and shoes may be worn. During cold weather, warm clothing and appropriate shoes/boots are necessary for recess, as students go outside most days. Please know that temperatures vary throughout the building and having an extra sweater in school may be helpful. Hats are not to be worn inside the building and sneakers are a must for physical education classes. Flip flops are not permitted as footwear at any time during the year.

LOST AND FOUND

A lost and found "corner" has been designated just outside the cafeteria. When a child has lost something he/she should notify the teacher and immediately check the lost and found corner. To minimize the number of articles permanently lost, identifying labels or tape should be placed on all items.

PERSONAL PROPERTY

Game Boys, trading cards of any kind, and electronic games are **not permitted** in school. Also, gadgets, "collector's" items, snacks and money are not to be exchanged at school. Many hard feelings result from such exchange practices.

TELEPHONES

Cell phones in school are discouraged. If they are brought to school, they must remain off the entire day and kept out of sight. Taking pictures or video with cell phones or other devices is strictly forbidden.

EMAIL INFORMATION

We'd love to hear from you! You can access the staff email directory by visiting the district website www.bcsdny.org:

- Half way down the page click "Staff Directory"
- Enter the last name of the Pound Ridge employee and PRES for "location"
- The format to be used is: jdoe1234@bcsdny.org

Feel free to reach out to contact any of the PRES staff!

STUDENT CLASS PLACEMENT

Kindergarten children must be five years of age on or before December 1 of year of entry. First graders must be six years old on or before December 1 of year of entry or have completed a kindergarten program in another school. New York State Education Law requires all children entering and attending school to be immunized against diphtheria, polio, measles, rubella, mumps, Hepatitis B and varicella.

In regard to placement, a great amount of time and thought is given to how students are grouped in a class for the following year. During the spring of each year, a series of meetings are held with present grade level teachers, other support personnel and the principal. In these meetings each child's academic, social, emotional, and behavioral needs are considered, as well as possible teacher and peer relationships and parental input from a questionnaire sent home. The team then works together to group students into classes. The goal is to provide an optimal learning environment for each student, design heterogeneous groups, and to form the best possible balance or "mix" of students for each class.

After initial classes are formed, proposed class lists are given back to classroom and support personnel to review. Proposed class lists are also shared with special area teachers for review. The initial placement team then meets again to discuss the input received and determine if any adjustments need to be considered. If as a parent you feel something about your child is not known and you would like the team to be aware of, please

complete the parent input form sent home by the principal in spring. **Requests for specific teachers, however, cannot be honored.**

TESTING PROGRAM AND EVALUATION

New York State mandates the administration of ELA and Mathematics Tests to measure student progress toward meeting the Common Core Learning Standards. It provides one measure of academic aptitude and achievement. It can help call attention to students' needs and provide some longitudinal information for assessing student progress and for evaluating programs.

Evaluation and diagnosis is a continuous responsibility of the teacher and specialist. Many opportunities are available for student assessment, both with and without grading. There is no one "best means" for evaluation. Generally, a combination of devices, techniques, activities and observations gives the most accurate picture of the student.

The New York State testing program is as follows:

GRADE	STATE TEST
3	NYS English Language Arts (ELA) NYS Math
4	NYS ELA NYS Math NYS Science
5	NYS ELA NYS Math

REPORTING TO PARENTS

Parents and teachers agree that the parent-teacher conference is the most effective means of reporting a child's progress in school. The person-to-person meetings lead to mutual understanding of the child's strengths and weaknesses and a meeting of the minds regarding the kind of support and encouragement needed to promote improvement. The parent-teacher conference provides a time and a means for exchanging information about the child. The child's progress can be measured against his/her starting point and an individually prescribed goal can be set. The teacher will have information available about the child's learning experiences, attitudes and work habits at school.

Parents can furnish important data regarding the child's interests, attitudes and responsibilities at home. The conference offers an opportunity to discuss realistic and appropriate expectations for the child. Parents and teachers work in partnership to support the development of the child. Dates for follow-up progress reports can be arranged.

The initial conference provides an opportunity for the parents and teacher to become acquainted and to discuss the general educational goals for the year. It is an opportunity for the teacher to enlist the cooperation of the parents in carrying out school objectives and to establish a positive working relationship between home and school.

The second conference provides an opportunity for the teacher to discuss the work and the growth of the child during the school year, to update academic and social goals and to recommend continuing study, when necessary.

The Student Report Card is a cumulative record of a child's social and academic performance. There are three marking periods. Parents meet with the teacher at a scheduled conference during the first marking period and after the second report card. The third report is mailed to the child's home in the summer. Report cards will be available electronically on the Parent Portal.

The final report shows **all** the grades and comments, and a summary of the child's performance for the year. A copy of the report is kept in the child's permanent record folder in the school office.

PARENT CONFERENCES

Teachers will confer with all parents at least twice during the school year. Additional conferences may be scheduled at the request of either the parent or teacher. Mandated parent conferences will be held during the following months:

October	Fall Conference Period
March	Winter Conference Period

Ordinarily, conferences will be between 20 minutes and 30 minutes in length. Conference appointments should be scheduled well in advance. If more than one teacher is involved, arrangements should be made for their participation. Once an appointment has been scheduled, a letter confirming the date and suggesting ways to prepare for the conference will be sent to the parent.

If you cannot make your conference, please call the school to cancel the appointment. When a conference has been canceled in advance, every effort will be made to reschedule that conference. In the event that a parent does not cancel and does not attend the conference, the conference report will be mailed to the home. It is our hope that every parent will be able to participate in both conferences during the course of the school year. The conference is the time when discussion, as well as reporting student progress, takes place with the parent and everything possible should be done to maintain this important home-school connection.

At the parent-teacher conference you may want to give answers to questions like these:

- How does your child feel about school?
- Does your child have any health problems that we should know about; i.e., sight, hearing, allergies, diet, etc.?
- How well does your child accept responsibility at home?
- How does your child spend free time?
- Does your child have any hobbies, special interests or abilities?

You may want to discuss questions like these with the teacher:

- Is your child working up to his/her ability in academic subjects?
- Is your child working on, above, or below grade level in academic subjects?
- What special interests and abilities does your child display?
- What work habit is your child developing?
- How does your child get along with classmates? With adults?
- How well does your child accept responsibility at school?
- What problems or difficulties, if any, is your child experiencing?
- What plans for help should be considered?

OTHER COMMUNICATION

Printed Notices are sent home from school on Thursday. We encourage all parents to take advantage of the electronic backpack system where most notices are placed on the PRES website. Parents should check the Home/School folder daily. Notices of important events or extraordinary individual student reports are sent to non-custodial parents upon request. We also utilize the School Messenger system, which pulls student contact information for SYNERGY. Be sure to update any changes with the main office.

ACCIDENTS AND INSURANCE

Should an accident occur at school, the school nurse or a school staff member will administer first aid. If additional attention is necessary, the parent will be notified.

When a serious accident occurs and immediate attention is required, the school will notify the parents of the steps that have been taken and request approval for action that cannot be delayed. It is imperative that parents leave an emergency contact and telephone number in case they cannot be reached.

In the event of an accident at school requiring medical attention above and beyond the usual first aid care, an accident report is filed by our school nurse. Parents are not required to file any forms concerning accidents.

HEALTH SERVICES

All students of the school district are provided health services according to New York State requirements. The school nurse works collaboratively with students, parents, teachers, and other professionals to promote optimal health for the students. The school health program supports education. Health records are kept for each student and health appraisals are kept according to New York State Law. Students are screened each year and referred when there are positive findings.

HEALTH APPRAISAL AND REFERRALS

1. A medical examination is required on entrance to school, and routinely in Kindergarten and grades 1, 3, 5 and 11. Forms for these examinations are mailed to parents or can be obtained from the school nurse. The family physician should perform the examination because of his or her more specialized knowledge of the child's history and family. School authorities may require a physical examination at any time that it is felt to be necessary.
2. Vision screenings are done by the school nurse for students in Kindergarten and grades 1, 2, 3, 5, 7 and 9. Hearing screenings are done annually for students in Kindergarten and grades 1, 3, 5, 7 and 10. Parents are notified of any positive findings and if referral to the family's physician or a specialist is recommended.
3. Annual scoliosis (curvature of the spine) screenings are done for all children in grades 5, 6, 7, 8 and 9. If identified and treated early, further curvature to the spine may be prevented.

HEALTH SUPERVISION

1. Once a year, parents are asked to verify and update an emergency card listing places where parents can be reached and alternative telephone numbers and contacts should the student become ill or injured in school. Please be sure the emergency contacts are local and are able to be reached.
2. The school nurse is authorized to perform first aid services only, and to assume responsibility for follow-through with parents and file reports of school emergencies.
3. New York State Education Law requires all children entering and attending school to be immunized against diphtheria, polio, measles, rubella, mumps, Hepatitis B and varicella.
4. If your child has special health needs it is essential that you contact the school nurse so that this information can guide school personnel in proper health counseling and program modification.

5. The school nurse maintains records and reports for all students, and participates in planning school facilities and programs conducive to good physical/emotional health and safety of students and staff.
6. **School medication administration policy** -- As outlined in the Nurse Practice Act and in the provisions of the New York State Education Law, school nurses and other school personnel are not allowed to routinely dispense any medications in school. Students, as well as school personnel, cannot even be given aspirin tablets or cough drops. However, there may be times when it is necessary for a student to be given a medication during school hours. If so, the following requirements must be met:
 - A. The parent and the physician must complete a two-part medication form. This form is available from the school nurse. No medication can be given unless this form is completed and on file in the school health office.
 - B. The parent must deliver the prescribed medication to the health office. It must be in the original container with attached label as purchased from the pharmacy. No student is to bring any medication into school at any time nor is he/she to self-medicate.
 - C. When the medication is no longer to be given to a student during school hours, the unused supply of medication and its container will be destroyed unless claimed by the parent.

If the above-mentioned requirements are not fulfilled, we cannot dispense any medication.

Dental Certificates

Parents of students enrolling in pre-kindergarten, kindergarten or first grade in a public elementary school in this state will be required to present a dental health certificate; such dental health certificate must contain a report of a comprehensive dental examination performed on such child. A dental certificate will be requested each year a health appraisal is required.

ELEMENTARY COORDINATOR

Each elementary school has an Elementary Coordinator (EC). EC's have many roles including but not limited to the following:

- Support teachers in implementing district curriculum initiatives
- Model effective instructional approaches
- Coordinate and supervise elementary testing
- Work with new teachers and interns
- Screen new students
- Provide support to students
- Plan building level programs for students and professional development for staff
- Assist principal with administrative responsibilities and assume these responsibilities when the principal is not in the building
- Work directly with the Assistant Superintendent for Curriculum and Instruction to strengthen the elementary educational program
- Provide information to parents regarding curriculum

TEACHER RESPONSE TEAM (TRT)

The Teacher Resource Teams are a pre-referral vehicle for teachers to discuss concerns they may have about a student. Together, grade level colleagues, the psychologist, the learning specialist and other support personnel (ESOL, speech/language teacher, tiered support teacher, ECT, or specials class teacher) work to develop a plan to support the child.

RESPONSE TO INTERVENTION (RTI) & TIERED SUPPORT

Tier I

The classroom teacher and members of the SBIT team meet monthly in Teacher Response Team (TRT) meetings. During these meetings, a student and his/her related need is identified, a specific goal is set, and an intervention plan is developed to reach that goal. The intervention plan is implemented by the classroom teacher over a six week period and progress is discussed at a following TRT meeting. If adequate progress is not made, the student is brought up at an RTI meeting and could be identified as requiring Tier II services, which are provided by the tiered support teachers.

Tier II

A child is identified to receive Tier II services in ELA and/or Math through the RTI process. During this process, tiered support teachers, the classroom teacher and the building learning specialist meet during an RTI meeting to discuss and identify a specific student in need of further support. During this meeting, teachers analyze TRT data, assessment data (school-wide, district, and state), and classroom performance in order to identify the area(s) of need and set a plan for the student to begin receiving Tier II services from one or both of the tiered support teachers. Prior to services beginning, a letter is sent home to parents notifying them of this service. Over the course of the instructional period, the tiered support teachers work closely with the classroom teacher and necessary members of the SBIT team to monitor student progress and adapt services as needed, working towards the goal set during the RTI meeting. Tier II services are provided during the core instructional period and may be push-in services within the classroom or pull-out services to the Learning Lab. At the end of the instructional period, the team reconvenes to review student progress and assessment data. It is at this time a determination is made for Tier II services for the next instructional period.

Tier III

Students who are “non-responders” to Tiers I & II may be eligible for intensive interventions.

RELATED SERVICES

English As A Second Language (ESOL)

English as a Second Language (ESOL) is both a pull-out and push-in program which is offered to students who speak a language other than English at home. The ESOL teachers work with students on expanding and improving vocabulary and language, and developing reading and writing skills. They also support students in the general education classroom.

All ESOL students and potential ESOL students are given diagnostic tests which determine their entry and exit from the program.

The parents of the ESOL students also receive support from the ESOL teachers. They interpret in Spanish at parent-teacher conferences, translate notes that go home, make phone calls in Spanish whenever necessary, and at times, hold meetings in order to help acculturate parents and keep them informed about school activities and customs.

Learning Specialists

Our primary responsibility is to meet the needs of students that have been classified by the Committee on Special Education (CSE) as having an educational disability. Learning Specialists also support general education students with academic needs. The Learning Specialists assist with ongoing assessment of individual students to identify academic strengths and weaknesses as well as preferred learning style. Learning Specialists design instruction and tailor student practice to meet the individual learner’s learning profile.

Occupational Therapy

OT support is offered when impact on classroom performance is indicated. Skills and activities are provided to improve fine motor and gross motor functioning as well as sensory integration. Service models include individual pull-out, group therapy, and in-class activities, as well as consultation for staff and parents.

Physical Therapy

Physical therapy in the school is a related service that addresses functional skills in the educational environment such as (but not limited to)

- Walking or wheelchair skills
- Stair climbing
- Balance
- Coordination
- Sensory Awareness
- Positioning
- Negotiating the school environment safely

Psychological Services

Pound Ridge Elementary School has the services of one full time school psychologist and one part-time psychologist. The range of services offered includes counseling for children, parent consultation, teacher consultation, diagnostic evaluations and assistance with the special programs for children who have been declared educationally handicapped. In general, referrals are made by the school staff, but parents may make direct contact if they wish. The school psychologist also sees students in classes and informally to help them resolve conflicts with friends or other issues.

Speech and Language Therapy

Speech and Language services are provided to students who need this intervention in order to benefit from instruction. Service delivery can be a pullout model, inclusive model, or consultation model. Articulation services are provided to increase intelligibility of phonemic production. Building level services are provided to students in grades K-6 who are not classified but require additional support in matriculation and language development for students.

COMMITTEE ON SPECIAL EDUCATION (CSE)

It is the responsibility of the Committee on Special Education (CSE) to review and recommend special education programs for children with specific learning differences affecting their education. Children suspected of having an educational disability (i.e., learning disability, physical, emotional, neurological) may be referred to the CSE by parents as well as members of the school staff. This referral process to the CSE is done with parental knowledge and participation.

If it is determined by the CSE that a child does have an educational disability, the committee must make recommendations to the Board of Education for an educational program that is appropriate to the child's needs. These meetings, at which the CSE considers the child's profile and his/her educational and related services needs, are held with the child's parents present.

ENRICHMENT

The Enrichment Program is designed to provide enriched, extended and/or accelerated learning experiences to all students grades 3-5. Tiered Support teachers, as well as classroom teachers, teach interest-based learning courses during a scheduled core instructional period 1X per week. Students are introduced to a variety of

course offerings and have the opportunity to choose a course based on their personal educational interests. The courses are offered to all students on the grade-level regardless of academic ability. Students receive differentiation to help meet their goals within the scheduled enrichment course.

BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES)

Students whose disability severely restricts or impacts his/her academic functioning may be recommended to attend BOCES programs. School districts in our area pool their resources in the BOCES organization to create programs for highly specialized types of disabilities. These classes meet at BOCES and other facilities throughout the county. The school district transports students to these programs. The CSE reviews all students with special needs each year with the goal of returning children to the home district program as soon as possible.

ACCEPTABLE USE POLICY - COMPUTER NETWORK FOR EDUCATION

The Bedford School District Board of Education is committed to optimizing student learning and teaching while utilizing appropriate technology. The resources available through the Internet can add significantly to the instructional program by facilitating the access to and sharing of resources. These include library catalogues, universities, government agencies, periodicals, and other sources of information.

Consistent with the scope of these learning and communication opportunities, the district has taken appropriate precautions to restrict student access to inappropriate materials while permitting the widest latitude possible for legitimate research. A sophisticated filtering system, which can be overridden by professional staff, allows teachers to make professional judgments so that access may be maintained for material consistent with course objectives and the realization of student achievement. However, because of the daily changes on this global network, and parameters inherent in supervising large groups of students working independently at multiple workstations, it is impossible to develop any system that will completely monitor all material being accessed. The Board recognizes the potential for inappropriate use, but believes that the benefits and values of access to this wide base of information far outweigh any potential for misuse or the possibility that some users may procure inappropriate material.

To ensure the safe and appropriate use of the Internet, the Board has established that Internet access is provided for educational purposes and research consistent with the district's mission and goals. The Board has also developed a list of prohibited behaviors, noted below. Those who violate this code will be subject to strict disciplinary measures, which can include suspension, loss of computer and Internet access, and/or any other appropriate consequences determined by the administration. Recognizing that no list of sanctioned behaviors is completely exhaustive, these prohibited behaviors include, but are not limited to:

- Using profane, abusive or obscene language in either private or public messages.
- Placing information obtained or used unlawfully on the Internet
- Using the Internet illegally in ways which violate federal, state and local laws
- Sending information over the Internet that is likely to damage the recipient's work or system
- Using the Internet for commercial purposes, specifically, offering or providing products or services
- Posting or e-mailing unauthorized solicitations on behalf of charities, other organizations or persons
- Using the Internet for more than incidental personal use
- Sending or receiving copyrighted material without permission
- Using another's password

- Using the Internet for accessing, sending, or receiving pornographic materials, similar inappropriate text files, or files dangerous to the system.
- Circumventing security measures on school computers or computers outside the school network
- Falsifying one's identity to others while using the Internet
- Downloading unauthorized software from the Internet
- Installing unauthorized software programs
- Changing any computer files that do not belong to the user
- Attempting to gain access to files which are not publicly available
- Attempting to access sites on the Internet that are known to contain material inappropriate for schoolwork
- Using the Internet to harass or harm other people
- Sending hate mail, making discriminatory remarks, and any other similar antisocial activities
- Engaging in use with the purpose to cause others personal humiliation or embarrassment
- Violating intellectual and property rights and laws

Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Students and staff using the district's computer network should not expect, nor does the district guarantee privacy for electronic mail (e-mail) or any use of the district's computer network. The district reserves the right to access and view any material stored on district equipment or any material used in conjunction with the district's computer network.

GUIDELINES FOR VISITORS TO THE BEDFORD CENTRAL SCHOOLS

The Bedford Central School District welcomes visitors to our schools. The following is a set of guidelines that we ask you to follow during your visit:

1. All classroom visits must be made by appointment with the teacher or principal.
2. All visitors must be prepared to show a government ID and sign in and out in the visitor's log, noting times and destinations.
3. A visitor's identification badge must be worn during the entire visit and returned to the office when signing out.
4. While in our schools, visitors should be mindful not to interrupt the learning process.
5. Personal pets are not permitted in the building except in unusual circumstances, and only with prior approval of the building principals or his/her designee.
6. Use of school equipment, including telephones, computers or copying machines, requires prior approval of the building principal.
7. While interacting with children:
 - a. We expect that you shall be treated with courtesy by all and, in turn, show courtesy to all within the school.
 - b. We do not permit corporal punishment under any circumstances.
 - c. We do not condone inappropriate language under any circumstances.
 - d. If a student is acting inappropriately, you can request that child's name and report that child to a teacher or the principal with a description of the behavior. If the student refuses to provide his/her name, we ask that you approach the next staff member you see and report the incident along with a description of the student.
8. When an emergency alarm is sounded (fire alarm or emergency evacuation), all visitors must leave the building. When in a classroom, please follow the lead of the teacher. In all cases, use common sense and be sure the health and safety of the children are of paramount concern.
9. Confidentiality regarding students and staff must be maintained at all times.
10. No child may be taken off premises or removed from a class without authorization from the principal.

