



**BEEKMANTOWN CENTRAL  
SCHOOL DISTRICT**

SAFE

RESPONSIBLE

RESPECTFUL and KIND

A PROBLEM SOLVER

***Cumberland Head Elementary School(CHES)***

***Parent - Student Handbook***

***2019 - 2020***

Beekmantown Central School District  
 37 Eagle Way, West Chazy, NY 12992-2577  
 Mr. Daniel W. Mannix, Superintendent of Schools

## Mission Statement

***"IT IS THE MISSION OF THE BEEKMANTOWN CENTRAL SCHOOL DISTRICT AND ITS COMMUNITY TO EDUCATE EVERY INDIVIDUAL TO BE A QUALITY CONTRIBUTOR TO SOCIETY AND SELF."***

Cumberland Head Elementary School

Office Phone: 563-8321

Fax Number: 563-8343

Office Hours: 8 a.m. to 4:00 p.m.

Teachers: 8:45 a.m. to 3:30 p.m.

Director of Special Services: 563-0757

School Lunch Manager: 563-8685

District Office: 563-8250

Bus Garage: 563-8257

\*Start here with bus issues

**Nurses' Office: 563-8052**

**Buses Release Students: 8:50 a.m.**

**Afternoon Dismissal: M-Th 3:30 p.m F-3:05. Buses Depart: M-Th 3:45 p.m F-3:15**

**When your child is sick:**

Please call our office before 9:20 a.m. at 563-8321.

An absence excuse must still be sent from home when your child returns to school.

### General School Information

Office Hours: 8:00am - 4:00pm  
 Instruction with ELT: 9:05am - 3:45pm  
 Teachers with ELT: 8:30am - 3:45pm

Instruction without ELT: 9:05am - 3:10pm  
 Teachers without ELT: 8:45am - 3:30pm

**Main Office** - (518) 563-8321

Elementary Principal  
 Main Office - Typist  
 Main Office - Typist 10mo  
 School Psychologist  
 School Counselor

Ms. Darcy Stoutenger  
 Ms. Heather McCallister  
 Mrs. Debbie Brown  
 Ms. Nichole Mitchell  
 Ms. Janel Kinsley

**Nurse's Office** - (518) 566-8052

Mrs. Kathy Mulholland

**Administration** - (518) 563-8250

Superintendent of Schools  
 Director of Special Services  
 Director of Pupil Services  
 School Business Manager  
 District Treasurer  
 Director of Facilities

Mr. Daniel Mannix  
 Ms. Polly Tavernia  
 Mrs. Nicholas Pepe  
 Mrs. Jennifer Parliament  
 Mrs. Jennifer Stahl  
 Mr. Daniel Noonan

**School Lunch Manager** - (518) 563-8685

Cafeteria Manager

Mrs. Roxann Barnes

**Transportation Department** - (518) 563-8257

Transportation Supervisor

Mr. James Chauvin

**Title IX Officer**

**504 Officer**

**District DASA Officer**

**Building DASA Officer**

Ms. Polly Tavernia  
 Mr. Nicholas Pepe  
 Mr. Dave Manney  
 Ms. Darcy Stoutenger

**2019-2020 CHES  
FACULTY AND STAFF**

Principal	Darcy Stoutenger	Physical Education	Kaylen Reif
Pre-Kindergarten 3	Sierra Zielinski	Physical Education	Anne Winterkorn
Pre-Kindergarten 4	Rolland Benware	Speech	Courtney Morrow
Pre-Kindergarten 4	Andrea Ogle	Speech	Stephanie Rabideau
Kindergarten	Jasmine Boncore	Speech	Patti Winterbottom
Kindergarten	Vicki Bone	OT	Sharon Tyrell
Kindergarten	Katie Huber	PT	Stacy Burrell
Kindergarten	Colleen Pandolph	Psychologist	Tracy Girard
First Grade	Jessica Forster	Psychologist	Ilona Kelting
First Grade	Hannah Williams	School Counselor	Nichole Mitchell
First Grade	Rebecca Ketcham	PLTW	Janel Kinsley
First Grade	Alexis Roberts	Perm Sub	Mandy Bishop
Second Grade	Keith Armstrong	School Nurse	Shelly Miller
Second Grade	Amy Couture	Secretary	Kathy Mulholland
Second Grade	Tiffani Light	Typist	Heather McCallister
Second Grade	Jodi Morrow	Library Clerk	Deb Brown
Third Grade	Michelene DeBella	Classroom Aide	Debbie Jabaut
Third Grade	Amy Holzer	Classroom Aide	Paula Brockway
Third Grade	Ashley Kollar	Classroom Aide	Jessica Dearborn
Third Grade	Megan Korth	Classroom Aide	Cyd Deming King
Fourth Grade	Michael Brandt	Classroom Aide	Tricia Duffield
Fourth Grade	Gayle Collin	Classroom Aide	Nicole Kritziotis
Fourth Grade	Jennifer Goodwin	Classroom Aide	Lisa LaPorte
Fifth Grade	Hilarie Dickson	Classroom Aide	Erin Mitchell
Fifth Grade	Jamie Hall	Classroom Aide	Darcie Monroe
Fifth Grade	John McCarty	Classroom Aide	Kayla Taylor
Special Ed	Megan Baehre	Classroom Aide	Lori Titherington-Raville
Special Ed	Carrie Beattie	ELT Aide	Charlene Tromblee
Special Ed	Bridget Hart	ELT Aide	Kari Wells
Special Ed	Erica Lindsay	AIS Aide	Denise Barcumb
Special Ed	Jolie Petrashune	Cafe Monitor	Danielle Moschelle
Special Ed	Julie Ashline	Cafe Monitor	Tina King
Special Ed	Hannah Williams	Cafe Monitor	Suzanne Garsow
Special Ed	Julie Withrow	Cook Manager	Deidra Saukas
AIS	Bethany Blair	Kitchen	Lori Matott
AIS	Carol Boulrice	Kitchen	Carolyn LaValley
AIS	Sara Chapman	Kitchen	Cindy Brean
AIS	Carly Prue	Kitchen	Kari Collins
AIS	Tori-Lyn Rabideau	Custodian-Day	Debra Garsow
AIS	Heather Stone	Custodian-Night	Debbie Langlois
Librarian	Lori Christopherson	Custodian-Night	Harold Johnson
Art	Shannon Piche-Smith	Custodian-Night	?
Music/General	JoLee Yeddo	Custodian-Night	Brandon Cook
			Jolene Daniels
			Todd Polhemus

**Beekmantown Central School District Exit Outcomes**

**Responsible Citizen**

- Participates in self-improvement and in improving the quality of life of local and global communities.
- Exhibits values which include honesty, loyalty, trust, respect and tolerance.
- Exhibits an understanding of social, cultural, political, environmental and economic issues.

**Self-Directed Learner**

- Assumes responsibility for and appreciates learning.
- Sets goals, strives towards and modifies goals as needed.
- Uses informational resources effectively.
- Recognizes and uses nonverbal indicators to appropriately act and react.

**Complex Thinker**

- Demonstrates creativity, curiosity, insight and flexibility in making and defending decisions.
- Effectively assesses, evaluates and interprets information for a variety of resources.
- Uses wide variety of thinking processes with accuracy to resolve complex issues.

**Health Conscious Individual**

- Practices and maintains physical well being through fitness, hygiene, safety, self-discipline, pride and appearance.
- Achieves and maintains emotional well-being and self-confidence through self-reliance, humor, self-esteem and a positive attitude.
- Makes positive healthy choices based on personal values, standards and goals.

**Collaborative Worker**

- Cooperates and works effectively with people toward a common goal.
- Listens to and respects the ideas and opinions of others.
- Maintains individual characteristics while still being an integral part of the group.

**Who are the Members of the Board of Education?**

They are district residents who are unpaid public officials elected by the voters of this school district to take formal legal actions and assume the major responsibilities for the operation of the school. They have taken on the additional tasks of Board membership in order to provide leadership for the welfare of district students.

The members of the Beekmantown Central School Board of Education are:

Cathy Buckley  
Ed Marin  
Douglas Beebe  
Michael Hagadorn  
Mark Sand

Pauline Stone  
Crystal Palmer  
Nicole Pourpore  
Kristofer Michaud

***Meetings of the Board of Education:***

In order to perform its duties in an open and public manner, and in accordance with state law, the Beekmantown Board of Education holds regular business meetings on the second Tuesday of each month in the Beekmantown MS/HS Library at 6:15 p.m. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in educating district students.

The Board of Education holds a workshop meeting on the fourth Tuesday of each month at 6:15 p.m. in the Beekmantown MS/HS Library. Again, the public is encouraged to attend. Board of Education policies are available on our website, [www.bcsdk12.org](http://www.bcsdk12.org).

**Student Conduct:**

Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classroom and throughout the school.

Students are asked to always show their Eagle Pride. We encourage students to Follow the Four Be's 1. Be safe 2. Be Responsible 3. Be Respectful and Kind 4. Be a Problem Solver.

There are four major expectations in the area of student conduct. Namely, all students are expected to BEHAVE in a manner that demonstrates the following:



**SAFE  
RESPONSIBLE  
RESPECTFUL and KIND  
A PROBLEM SOLVER**

	Bus	Arrival/ Dismissal	Hallways	Classrooms	Bathroom	Cafeteria	Recess	Assemblies
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Remain seated</li> <li>Keep food and drinks in backpacks</li> <li>Keep hands, feet, and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Remain On sidewalk</li> <li>Keep hands, feet and body to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and body to yourself</li> <li>Remain on one side of the hallway in line</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and body to yourself</li> <li>Use equipment and materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Report unsafe behavior</li> <li>Always wash hands</li> </ul>	<ul style="list-style-type: none"> <li>Keep food and belongings to self</li> <li>Walk</li> <li>Carry trays with two hands</li> <li>Report spills and accidents</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately</li> <li>Report dangerous situations</li> <li>Play within playground boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands, feet and body to yourself</li> <li>Wait for arrival and dismissal signals</li> <li>Leave all belongings in the classroom</li> </ul>
<b>Be Respectful and Kind</b>	<ul style="list-style-type: none"> <li>Listen to driver</li> <li>Be considerate of others</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Hold door for the person behind you</li> </ul>	<ul style="list-style-type: none"> <li>No talking in the Hallway</li> <li>Hands by your side</li> <li>Hold the door for the person behind you</li> </ul>	<ul style="list-style-type: none"> <li>Use kind language and a friendly tone of voice</li> <li>Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>Give others privacy</li> <li>Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice</li> <li>Use good table manners</li> <li>Eat your own lunch</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Play fairly</li> <li>Use kind words and actions</li> </ul>	<ul style="list-style-type: none"> <li>Be a good listener</li> <li>Look at the speaker</li> <li>Applaud when appropriate</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Keep isle clear</li> <li>Report unsafe behavior to driver</li> <li>Older students assist younger students</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to location</li> <li>Check daily folder and turn in notes from home</li> <li>Be packed and ready to leave on time</li> <li>Keep lockers and cubbies neat and organized</li> </ul>	<ul style="list-style-type: none"> <li>Pick up things dropped on the floor</li> <li>Bring all supplies with you</li> <li>Go directly to intended location</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately</li> <li>Ask for help</li> <li>Be honest</li> <li>Participate</li> <li>Be prepared</li> <li>Always do your best</li> </ul>	<ul style="list-style-type: none"> <li>Go directly to and from the bathroom</li> <li>Make good decisions about your behavior</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Clean up after yourself</li> <li>Finish eating before visiting</li> <li>Get permission to leave the table</li> </ul>	<ul style="list-style-type: none"> <li>Dress appropriately for the weather</li> <li>Line up when signaled</li> <li>Return borrowed equipment</li> <li>Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>Take care of personal needs before going</li> <li>Ask appropriate questions</li> <li>Be a positive participant</li> </ul>
<b>Be A Problem Solver</b>	<ul style="list-style-type: none"> <li>Remind others about bus rules</li> <li>Talk it out</li> <li>Report the problem</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of arrival/dismissal rules</li> <li>If you are ready, help others who aren't</li> <li>Ask for help if you need it</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of hallways rules</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of classroom rules</li> <li>Encourage others to do their best</li> </ul>	<ul style="list-style-type: none"> <li>Remind other to use the bathroom appropriately</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of cafeteria rules</li> </ul>	<ul style="list-style-type: none"> <li>Remind others of recess rules</li> <li>Report dangerous situations</li> </ul>	<ul style="list-style-type: none"> <li>Encourage good audience behavior</li> </ul>

## **A Bill of Rights and Responsibilities for Learning: Standards of Conduct, Standards for Achievement**

The traditional mission of our public school has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood begins with standards of conduct and standards of achievement in our school. Other education reforms *MAY* work; high standards of conduct and achievement *DO* work-and nothing else *CAN* work without them. Recognizing that rights carry responsibilities, we declare that:

- **All students and school staff** have a right to schools that are safe, orderly and drug free.
- **All students and school staff** have a right to be treated with courtesy and respect.
- **All students and school staff** have a right to learn and work in school districts and schools that have clear discipline codes with fair, appropriate and enforced consequences for misbehavior.
- **All students and school staff** have a right to learn and work in school districts, schools and classrooms that have clearly stated and rigorous academic standards.
- **All students and school staff** have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
- **All students and school staff** have a right to learn and work in schools where teachers know their subject matter and how to teach it.
- **All students and school staff** have a right to learn and work in school districts, schools and classrooms where high grades stand for high achievement and promotion is earned.
- **All students and school staff** have a right to learn and work in school districts and schools where students receive academic intervention services to help them meet the standards.
- **All students and school staff** have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge, skills and attitudes essential for college or a good job.
- **All students and school staff** have a right to be supported by parents, the community, public officials and businesses in their efforts to uphold standards of conduct and achievement.

(A campaign of the American Federations of Teachers)



### **Parental Involvement**

The BCSD District Board of Education believes that positive parental involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. Research shows that student achievement is directly linked to parental involvement. Schools, families, and community must all be actively involved in developing strong programs and policies that support the academic success of every student in the Beekmantown district. Parental involvement may take place either in the classroom (as volunteers) or during extracurricular activities.

#### **Parent Teacher Organization (PTO):**

Parents/Guardians are encouraged to participate in the PTO for each school. The purpose of the organization is to support the school community by bringing families and school staff together through learning opportunities and social celebrations. Look for dates and times on the school website and on the Cumberland Head Elementary School PTO Facebook page.

#### **Field Trips:**

Field trips are an important part of the educational program. Permission slips are required to be signed by a parent or guardian for each field trip. Parents are often invited to attend field trips. This is a wonderful opportunity to spend time with your child and his/her classmates.

Field trip guidelines:

**Students must ride the school bus to the field trip but may be released to a parent/legal guardian after the trip. If a child is going home with another adult (not a parent or legal guardian) written permission must be given to the office prior to departure. Those picking up must be on the approved pick up list for that child. Phone calls from parents granting permission will not be honored.**

**Siblings are not permitted to attend field trips.**

**Chaperones include adults over 18 who are a child's guardians, parents or grandparents.**

As a chaperone, you are responsible for the group of students assigned to you; making sure every student is accounted for at all times. By attending this activity we expect all visitors to model our schools' behavioral expectations for our impressionable students, as well as follow our Board of Education approved policy for public conduct for volunteers (Section 5000-Student Policies, 5300 Code of Conduct for Volunteers). This policy states:

All persons who come in contact with students voluntarily act as an agent for the school district. All volunteers are expected to:

Maintain a climate of mutual respect and dignity, which will strengthen students' self concept and promote confidence to learn.

Know school policies and rules and enforce them in a fair and consistent manner.

Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.

Accept direction from administrative personnel, staff and/or teachers when participating in school-related functions or activities.

We also ask that you do not purchase or share treats with other children due to the risk of food and latex allergies.

While on this trip, we ask that you be at the field trip site on time. If you are following the bus, please be at school 15 minutes prior to departure.

Full attention must be on the students at all time. Please limit cell phone use.

Due to life threatening allergies, **DO NOT** buy or share food, apply lotion, bug spray or other products with or to children.

We thank you in advance for helping us to ensure that this is a safe and rewarding educational experience for all students.

Chaperones are not to post any pictures

### **Visitors to the School:**

The Board of Education encourages parents and other district citizens to visit the districts' schools and classrooms. Since schools are a place of work and learning, however, certain limits must be set for such visits. The building principal or his/her designee is responsible for all persons in the building and on the grounds for these reasons; the following rules apply to visitors to the school:

- Anyone who is not a regular staff member of each respective elementary school or student is considered a visitor.
- All visitors must report to the main office window upon arrival. They are required to provide picture id, sign the visitor's register and wear a visitor's badge at all times while in the school or on school grounds. The visitor must sign out in the main office window before leaving the building.
- Visitors attending school functions open to the public, such as a PTO meeting or public gatherings after school hours, are not required to register.
- Those who wish to visit a classroom for educational purposes while school is in session are required to arrange such visits in advance with the classroom teacher(s) so that class disruption is kept to a minimum.
- Teachers will gladly make appointments to discuss individual matters.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the district's code of conduct.
- Please drop off any forgotten items, such as homework, lunch or sneakers, at the main office.

## General Information from A to Z

**Arrival and Dismissal Procedures** are in place to help ensure the safety of our student body. Our school is locked during school hours. Entrance is available by pressing the buzzer located by the main entrance.

### ***Arrival Procedures:***

When transporting your child to school, plan on arriving after 8:50 a.m. If you need access to the building earlier (dropping off projects, snacks, etc.), please call the main office before you arrive. The office is staffed from 8 a.m. to 4:00 p.m.

Families escorting their students to school are requested to say goodbye in the lobby.

Students will be marked late if arriving after 9:15 a.m. Please report to the main office with your child to sign him/her into school.

### ***Dismissal Procedures:***

A note must be sent to your child's teacher in the morning indicating you are picking up your child at the end of the school day. Should you have a change of plans during the day, which we certainly understand does happen, please call the school office by 2:30 p.m. to let us know your alternate transportation plan.

Dismissal preparations begin at 3:30 M-Th and 3:10 p.m on Friday. Please do not arrive before this time unless your child is leaving early for an appointment. Students dismissed before dismissal will be marked as leaving early on their permanent attendance record.

### **Cumberland Head Elementary:**

Use the side entrance (on the far left) to enter the building when picking up a student at dismissal and immediately report to the teaching assistant set up in the hallway. He/She will issue a pick-up pass. Please wait in the cafeteria hallway (to the right of the office) for dismissal. Students will arrive as their class is dismissed. A staff member will be on hand to unite you with your child. Exit the building using the cafeteria.

### ***District Student Dismissal Precautions Policy:***

Our policy allows students to be released to either parent unless a custodial parent supplies the school with a certified copy of a court order or divorce decree to the contrary. No student may be released from school to anyone other than the parent, guardian, or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any court orders\* or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the district offices. If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to school personnel.

***\*It is the parent's responsibility to make the school aware of any legal custody agreements pertaining to their child (ren). A copy of legal custody papers should be submitted to the elementary principal's office.***

**Attendance** procedures and practices at Beekmantown Central School District adhere to the procedures and practices as outlined in New York Education Law, Section 3205. Regular attendance is a prerequisite for satisfactory academic performance. In as much as each student contributes to the overall learning process, the stated purpose of the institution can only be accomplished when each individual is present. The principal's office, in accordance with board policy, will notify parents when a student has been absent for 7 days, 15 days and 21 days. Students exceeding 21 absences will attend a hearing with the parent/guardian, teacher and principal or designee, to make a determination relative to our attendance guidelines.

Upon returning from any absence, the student must present to the homeroom teacher a note written by the parent/guardian indicating the reason for the absence.

It is the responsibility of the student returning to school to see his/her teacher to obtain the missed work or receive extra help to complete work.

**Assemblies** are held for the appreciation and enjoyment of the student body. Students are expected to behave in a polite and respectful manner. It is important that visitors leave with a positive feeling about our school and our accomplishments "Eagle Pride". **REMEMBER, the privilege to attend assemblies is not guaranteed; it is earned by the demonstration of appropriate and acceptable behavior.**

**District Website** is a great source for calendars, lunch menus and general information. The address is [www.bcsdk12.org](http://www.bcsdk12.org).

**Student Dress Code** gives the primary responsibility for acceptable student dress and appearance to families. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help student development and understanding of appropriate appearance in the school setting.

All aspects of a student's dress shall:

- Be safe, appropriate and not disrupt or interfere with the educational process.
- Recognize that extremely brief garments, including, but not limited to: tube tops, tops with spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
- Recognize that midsections shall be covered at all times.
- Recognize that the hem of one's skirt or shorts must be even or lower than one's fingertips when their arms are at their sides.
- Recognize that extremely baggy clothing which inhibits a student from moving freely through the hall is a safety hazard and will not be allowed. PJ Bottoms are not permitted.
- Ensure that all undergarments are completely covered with outer clothing.
- Include footwear at all times. Footwear that is a safety hazard will not be allowed.
- Not include head coverings (ex. bandanas or hoods) in the classroom, except for a medical or religious purpose.
- Not include items that are vulgar, obscene and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
- Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

- Not include (but is not limited to) spikes, chains, wallet chains, pins and other sharp objects.

**Electronic Devices** such as cell phones, MP3 Players, OSI, and other electronic devices are disruptive to the educational process. These items may be stolen or damaged while at school. Therefore, it is best to leave these items at home. If brought to school, BCSD is not responsible for any lost or stolen electronic devices. All phones are to be kept in backpacks and off during the school day.

**Emergency Closing Plans** are in place in the event it is necessary to close school for the day due to inclement weather or other emergency reasons; announcement thereof shall be made over local radio stations. When school is closed, ALL RELATED ACTIVITIES INCLUDING ATHLETIC EVENTS, AND STUDENT ACTIVITIES will automatically be CANCELED for that day and evening. Those attending the YMCA before or after school program should contact the YMCA for cancellation procedures.

Should an emergency situation arise during the school day, it may be necessary to take children home before the regular dismissal time. Emergency dismissals will be announced over local radio stations, our school website and twitter page. If no one is regularly home during the day, it is suggested that arrangements be made with a neighbor or family member. Emergency dismissal information is requested in September. Please be sure to update this information should your situation change during the school year.

**Emergency Information** is supplied by parent/guardian using a Student Emergency Card which includes the telephone numbers where they can be reached both at home and at work. The names and telephone numbers of two persons who can assume temporary care of a child if the parent/ guardian cannot be reached in an emergency are also requested. It is extremely important that these persons be willing, and able, to provide temporary care for a child in an emergency situation. If at all possible, they should be individuals who are generally available during school hours.

*If during the year there is a change in your address, phone number, emergency number, place of employment or additional pertinent information related to your child, the school should be notified immediately*

**Student Acceptable Use Policy** requires parents to sign an internet acceptable use form. Students will receive training prior to using the internet. Violations of the internet use policy may result in suspension of said privilege. Only students who have returned a copy of the district's Acceptable Use Policy, which has been signed by both the student and guardian, will be permitted to access the internet. Students who are found in violation of the acceptable use policy are subject to a digital time out. Refer to the 21st Century Learning Link on the BCSD Website for more details. [21st Century Learning Department Link](#)

**Notes and Flyers** regarding school activities are often sent home with students. Parents and community members wishing to obtain further information about the school district should inquire first through the elementary school offices. Be sure to check the school website.

**Periodic Newsletters** are sent home with each students. This newsletter contains information regarding special events, school vacations, etc. Newsletters can also be found on the CHES homepage.

**Recess** will be outside any time the temperature, with wind chill, is above 20 degrees. Please make sure your child(ren) is/are dressed in warm clothing during the cold weather. Snow boots, gloves, hats and coats should be worn. All students are expected to participate in recess unless excused due to health reasons by a physician. **Students must wear closed-toe footwear during recess.**

**Sexual/Racial Harassment** occurs when a student perceives behaviors as unwelcome, such as inappropriate touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, or pictures. Examples of racial or ethnic harassment would include unwanted verbal comments; racial name calling; racial or ethnic slurs, slogans or graffiti; intimidating actions such as cross burning or painting swastikas; and treating students differently on the basis of race. The district is committed to safeguarding the right of all students within the district to learn in an environment that is free from harassment on the basis of sex, race, color and national origin. Any student who believes that he/she has been subjected to harassment should report the alleged misconduct immediately to the building principal or Ms. Tavernia, Title IX Compliance Officer, so that corrective action, up to and including discharge of an employee or suspension of a student may be taken at once. The student can pursue his/her complaint informally or file a formal complaint.

### **Academic Information**

#### **Student Progress Reports to Parents:**

Beekmantown's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teacher, and interim reports issued as needed. Parents are urged to visit the school and to meet with the teacher whenever necessary. Please schedule all such visits in advance.

#### **Parent Teacher Conferences:**

Parent-teacher conferences are an important element in reporting student progress to parents. There are scheduled parent conference opportunities twice a year; November/December and March. Report cards are sent out three times a year and progress reports are sent out three times a year. Parents may initiate a conference by calling the school office and making an appointment with the teacher or building principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned so as to not interfere with class time. If a parent cannot attend a scheduled conference, he/she should notify the teacher as far in advance as possible so that another conference time may be arranged.

#### **Position Statement on the Use of Videos in the Classroom:**

Beekmantown Elementary Schools believe that with careful selection and use, "videos have the potential to be effective educational tools for children." (Accreditation Criteria and Procedures, National Association for the Education of Young Children) It is possible that with well monitored use, videos can be used to expand children's knowledge, experiences and play while supporting the development of positive social values.

**Grading System:**

Classroom teachers evaluate students and assign grades according to the established system. All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities. Parents will be informed, at least six times a year, of their child's progress. Grading will not be used for disciplinary purposes, i.e., giving lower grades for bad behavior, unless the student's misconduct is directly related to his/her academic performance. Grading will be based, in part, upon student improvement, achievement and participation in classroom discussions and activities. Classroom participation, thus student's attendance, is an important factor in earning high grades.

**Honor Roll:**

Three times each year, after report cards are issued, an honor roll will be released for grades four and five based upon grades received during the quarter. Students are eligible for honor roll listings if they have passed all courses and are enrolled on a full-time basis. High honors will be given to those students with an average of 94 or above. Honors will be awarded to students with an average between 88 and 93.

**Promotion and Retention of Students:**

Beekmantown Central Schools make every effort to communicate potential promotions or retentions of students to their parent/guardian. Conferences to discuss mutual concerns are encouraged. The following guidelines govern promotion and retention:

- Students will be placed in the best possible learning levels for successful educational experiences.
- Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured.
- All available resources will be used to determine the child's appropriate placement, including class achievement, standardized test scores and teacher observations and recommendations.

**Parental Access to Student Records (Right to Know Law)**

Parents of a student under 18 years of age have the right to inspect and review any and all official records, files and data directly related to their children or themselves, including all material that is incorporated into each student's record limited to identifying data, academic work completed, level of achievement, attendance data, scores on standardized intelligence, aptitude, psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns. Parents should make request for access to that student's records in writing to the Superintendent of Schools, Guidance Counselor or Principal.

### Special Services Areas and Student Programming

#### **Academic Intervention Services:**

The district is mandated to provide academic intervention services to students who have been identified as being at risk of falling below the state learning standards in English Language Arts, mathematics, social studies, and/or science. Such services may include additional instruction services and/or students support services such as counseling and study skills.

A student's eligibility for academic intervention services is determined by his or her performance on state assessment examinations and/or in accordance with district assessment procedures.'

When it has been determined that a student needs academic intervention services, the parents will be notified of services to be provided. In addition, the district will provide the parents with opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with teachers to improve the student's performance.

#### **Programs for Students with Disabilities:**

Each student identified by the Committee on Special Education (CSE) as having a disability will have access to the full range of programs and services of this school district, including extra-curricular programs and activities, which are available to all other students enrolled in each public school of the district.

Parents/students who desire further information on these programs and services should contact the Director of Special Services, Ms. Tavernia at 563-0757.

#### **Guidance Programs:**

A School Guidance Counselor is available for all students K-5 to support effective participation in their current and future educational program. The K-5 Counseling program has the following goals:

- Developing a comprehensive K-5 program centered on solution based counseling and self-advocacy.
- Addressing any attendance, academic, behavioral or adjustment concerns.
- Educating students concerning the avoidance of child sexual abuse and other forms of child abuse.
- Educating students in self care and mental health.

**Project Lead the Way:** Students in K-5 are able to take part in this STEM Based Curriculum providing students hands on activities in the areas of Science, Technology, Engineering and Math. Students have PLTW 1x per cycle.

**SOAR:** Students are immersed in Technology Related Projects with the LMS. The activities are designed to develop 21st Century Skills.



**Student Council:** 4th and 5th graders are nominated by teachers and peers to take part in this civic minded group. Student Council Representatives are asked to perform duties to make CHES a better place for students and teachers. They are the voice of the student population.

**Eagle Pride Pals:** A student mentoring program in which older students are paired with younger students to providing positive role models for youngsters while instilling pride in olders.

### **Equal Opportunity:**

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities, regardless of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

BCS has a designated district compliance officer who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act.

### **District Transportation**

Beekmantown Central School District Transportation Supervisor is James Chauvin, 563-8257. Questions regarding school transportation should be directed to James Chauvin.

### **Common Transportation Questions:**

***Is your child going someplace different after school?*** Send a note with your child to school requesting a change in drop-off location. Include the name, address and phone number of the person meeting your child at the alternate location. Should you forget to send a note, please call the main office before 2:00 p.m.

***Do you have an alternating work schedule requiring multiple drop-off locations or a permanent change in a pick-up or drop-off location?*** Contact the main office.

***Student behavior concerns on the bus?*** Begin with the bus driver (while on route or through the transportation department at 563-8257). If the concerns are not resolved, call James Chauvin, Transportation Supervisor at 563- 8257.

***Concerns with bus/driver safety?*** Speak with James Chauvin, Transportation Supervisor at 563-8257.

### **Bus Safety Guidelines:**

- Be ready 10 minutes before the bus is scheduled to arrive
- Wait for driver's signal to come to the bus
- Go directly to assigned seat
- While riding the bus, all students must abide by the Beekmantown Central School District's code of conduct

- Remain seated until bus stops at your destination.
- Talk in an "indoor voice" while on the bus

- No eating or drinking allowed on the bus
- A student wishing to change busses, or return home by some other means on a given day, **MUST HAVE WRITTEN PERMISSION FROM THEIR PARENT/GUARDIAN.**

### **School Bus Discipline Procedure:**

School bus drivers are responsible for our students' safety on the bus. Misbehavior on the bus can be a safety concern for all aboard. Moreover, the bus is an extension of the school, and the school code of conduct is still in effect. Students must not be bullied, harassed or intimidated while riding the bus. BCSD has the following procedure in place to deal with students who break the code of conduct while on the bus.

Students demonstrating inappropriate behavior on the school bus are given one verbal warning by the bus driver. If the behavior does not stop, and is minor in nature, the student is given a warning slip. This slip is in three parts. The white part is given to the student to take home for a parent signature. Students are not allowed to return to the school bus without the parent signature. This will inform you of the inappropriate behavior. The other two copies will be submitted to James Chauvin, Transportation Supervisor, who will send one of the copies to the school building office. Any student receiving three of these warning slips will also receive an office referral. Consequences of the office referral will be handled by the office.

Major behavior infractions will result in an immediate office referral and potential suspension from transportation. Bus drivers may suspend students from the school bus for up to two days. Depending on the severity of the behavior, consequences in addition to suspension from the bus may be added by school administrators.

Parents and guardians of students suspended from the bus will receive a telephone call from the bus driver describing the incident. Parents may also be asked to attend a meeting with the bus driver and Mr. Chauvin before the student is allowed back on the bus.

### **Bus Safety Drills:**

There are three bus safety drills per year as indicated on the school calendar. Drills are designed to practice emergency procedures with students so they may be prepared in the event of a true emergency.

### **Free Food Services:**

Nutrition is an important factor in students' education progress. Therefore, the school participates in federally funded school lunch programs, and shall provide free food services to all students. The school Cafeteria Manager at 563-8685, will provide further information upon request.

If your family is not currently taking advantage of this program we encourage you to take full advantage of the free meals and snack.

### **Food Allergies:**

If your child has a food allergy and you would like a warning to appear on the cashier's screen, contact the main office of the building your child attends.

**Snacks in the Classroom:**

Many classrooms allow time for students to eat a snack during the school day. The ELT program provides snacks for students daily. Please be aware that snacks are provided to account for allergies.

**Health Services and Related Curriculum**

The school nurse provides emergency care for students in accidental or unexpected medical situations. If a student is ill or hurt, he/she should tell a teacher and ask to go to the nurse's office. Students' parents must sign out injured or ill students in the main office.

Any student returning to school (due to a communicable disease such as chicken pox) must report to the nurse's office for clearance back into the classroom. This also applies to any infection or injury for which a child may have been medically treated.

Any report of suspected head lice, will result in a head check by the nurse. Our policy is to send the child(ren) home immediately. In order to return to school the children must be brought to school by a parent/guardian, checked by the school nurse and cleared for re-entry to class.

**Medication Policy:**

We must enforce very strict state regulations. The State Education Department requires:

- Medication in original container.
- Written parental permission.
- Medication must be brought to and from school by a parent/guardian.
- A written order from a physician directing the nurse to give meds. The prescription container and the written order from the doctor must be the same.
- Medications should not be transported daily to and from school. Parents are advised to ask their pharmacist for two containers, one for home and one for school.

**First Aid:**

In emergencies, the school nurse will follow these established first aid procedures:

- No medical treatment except first aid is permitted in school;
- Master first aid kit shall be kept and properly maintained in the school and on each school bus;
- No drugs shall be administered by school personnel unless authorized by a physician;
- Parents are asked to sign and submit an emergency medical authorization which shall indicate the procedure they wish the school to follow in the event of a medical emergency involving their child;
- In all cases where the nature of an illness or an injury appears serious, the parent will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements may be made for the child's immediate hospitalization whether or not the parent can be reached.

**Accident Prevention and Safety Procedures:**

- These rules are to ensure the safety of students and employees of the district while on district property. All students and members of the school community must:

- Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare;
- Immediately report any unsafe practices by anyone in the building or on the grounds;
- Observe the 15 mile per hour speed limit on school grounds.

### **Drug, Alcohol, and Tobacco Education:**

The Beekmantown Central School District believes that education is an important preventative measure against student involvement with drugs, tobacco and alcohol. Instruction includes sessions about the causes and effects of drug, alcohol and tobacco use, especially on young people.

Parents and students who want more information on substance abuse, or would like to ask questions about specific problems, may call and/or visit the Social Worker's Office. The District believes that individuals with problems should feel comfortable to seek help without fear of punishment. Students who believe they may have a substance abuse problem are encouraged to meet with their counselor and discuss it as soon as possible.

### **Puberty and HIV/AIDS Instruction:**

In compliance with the commissioner's regulations, the District will provide puberty and HIV/AIDS instruction as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction.

### **Bullying, Harassment, Hazing and Dignity for All Students Act**

Beekmantown Central School is committed to providing an educational and work environment that promotes respect, dignity and equality. The Board recognizes that harassment, hazing and bullying is detrimental to student learning and achievement. It interferes with the mission of the district to educate its students and disrupts the operation of the school. Such behavior affects not only the students or employees who are its targets but also those individuals who participate and witness such acts.

To this end, Beekmantown Central School condemns and strictly prohibits all forms of harassment, hazing and bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

For the purposes of this policy, the terms "harassment", "hazing", and "bullying" collectively shall refer to any intentional written, verbal, or electronic communication or physical act which intimidates or threatens another on the basis of race, color, national origin, creed, religion, weight, height, marital status, sex, age, sexual orientation, disability, socio-economic status, class or club affiliation or other distinguishing characteristic.

The Board of Education recognizes that bullying of students is abusive behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying bullying in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board embraces site-based initiatives developed collaboratively that will seek to: (1) assist students of all ages and abilities to respect each other, stay safe, act with civility, and believe in themselves; and (2) help staff respond effectively to students' reports and their own observations.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of bullying. To this end, the Board condemns and strictly prohibits all forms of bullying on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

#### **General Statement of Policy:**

- Misconduct off-campus that endangers the health and safety of students or staff within the school or substantially disrupts the educational process is prohibited.
- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aide or engage in bullying.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate bullying.
- School staff is expected to supervise students in all areas of school and playground, to watch for signs of bullying and intervene and stop such conduct and report such conduct accordingly.
- Apparent permission or consent by a person being bullied does not lessen the prohibitions contained in this policy or the enforcement of this policy.
- This policy applies to behavior directly connected to school activities that occur on or off school property and before, during and after school hours.
- A person who engages in an act that violates school policy or law shall be subject to discipline for that act.

#### **Definition of Cyber-Bullying:**

Sending or posting cruel text or images using the Internet or other digital communication devices. Cyberbullying can take many forms including: posting or sending mean or embarrassing comments and or images in chat rooms, message boards, IM or text messages, websites, social networking sites, online gaming site, cell phones, instant messages, biogs, bash boards or e-mail.

#### **Definition of Bullying:**

Bullying consists of inappropriate ***persistent*** behavior including threats, or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering of others.

#### **Common Characteristics of Bullying Are:**

- Physical - hitting, kicking, taking or damaging a victim's property
- Verbal - using words to berate, hurt, or humiliate
- Relational - maliciously spreading rumors, and/or actively excluding a person from the peer group to cause emotional harm

#### **Reporting Complaints:**

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of bullying and persons with knowledge of bullying report it immediately. The district will promptly investigate all complaints of bullying, whether

formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

### **Investigation/Resolution:**

If, after appropriate investigation, the district finds that a student, an employee or a third party including parent/guardian has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state and federal law.

All complainants and those who participate in the investigation of a complaint of bullying have the right to be free from retaliation of any kind. The complainant will be notified of the outcome of the investigation.

The Superintendent of Schools shall develop and implement regulations for reporting, investigating and remedying allegations of bullying. Training programs shall be presented to students and employees at the beginning of each school year to raise awareness of the issues surrounding bullying, and to implement preventive measures to help reduce incidents of bullying. Parents will be informed of this policy and the district's efforts to provide training to students and staff.

This policy shall be posted in a prominent place in each district facility and also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

### **Disciplinary Penalties, Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel interacting with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

**Penalties:**

Students found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process:

1. Oral warning - any member of the district staff
2. Written warning-bus drivers, hall and lunch monitors, coaches, school counselors, teachers, principal, superintendent
3. Written notification to parent-bus drivers, hall and lunch monitors, coaches, school counselors, teachers, administrators, superintendent
4. Detention-teacher, principal, superintendent
5. Suspension from transportation-principal
6. Suspension from athletic participation-coaches, administrators
7. Suspension from social or extracurricular activities-activity director, school administrator
8. Suspension of other privileges-principal, superintendent
9. In-school suspension-school administrators
10. Removal from classroom-teachers, administrators
11. Short-term (five days or less) suspension from school--principal, superintendent, board of education
12. Permanent suspension from school-superintendent, board of education
13. Offending students may also be mandated to attend anger management groups conducted by the school

**Procedures:**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to school personnel.

**Detention:**

Teachers, principals and the superintendent may use lunch detention or during school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. After school detention will be imposed as a penalty only after the student's parent has been notified and the student has appropriate transportation home following detention.

**Suspension from Transportation:**

Students' misbehavior on the bus will be brought to the attention of the building principal. Students with serious disciplinary problems may have their riding privileges suspended by the director of transportation, building principal, superintendent or their designees. In such cases, the student's parent will be responsible for seeing that his or her child gets to and from school safely.

### **In-school Suspension/Structured Study Hall:**

The board recognizes that the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the board authorizes school administrators to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension." A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law 3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the district official imposing the in-school suspension to discuss the conduct and the penalty involved.

### **Teacher Removal of Students:**

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or an ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for the removal and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or an ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

### **Suspension from School:**

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others, or whose physical or mental condition endangers the health, safety, morals or welfare of themselves or of other students.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the superintendent and building principals. The superintendent or principal; upon receiving a recommendation or referral for suspension or when processing a case for suspension; shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

### **Short-term (5 days or less) Suspension from School:**

When the superintendent or principal (referred to as the "suspending authority") proposes to suspend a student charged with misconduct for five days or less pursuant to Education law 3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must notify the student's parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if



the school has been provided with a telephone number(s) for the purpose of contacting the parents.

### **Long-term (more than 5 days) Suspension from School:**

When the superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

### **Permanent Suspension:**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

### **Discipline of Students with Disabilities:**

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

### **Student Searches and Interrogation:**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda" - type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes all administrators to conduct searches of students' lockers and their belongings if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. If the student is under 16 years old, parents will be called before he/she is interviewed by the police. If the student's parent cannot be contacted prior to the police questioning, the session shall not be conducted. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Consistent with the district's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on school

property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

### **Dangerous Weapons in School:**

The possession of any type of weapon or object intended to be used as a weapon which poses a danger to the safety and welfare of others is not permitted on school property. The possession of weapons, including mace or pepper spray, will result in disciplinary action up to and including suspension from school. All weapons will be confiscated and the police notified if appropriate.

### **Suspension of Students Possessing Firearms:**

Any student found guilty of bringing a firearm on school property shall be suspended from school for a period not less than one year, provided that the Superintendent of Schools may modify such suspension requirement on a case-by-base basis in accordance with applicable federal and state laws, rules and regulations and after affording the student due process pursuant to section 3214 of the Education Law.

A "firearm", as defined in section 921 of Title 18 of the United States Code, includes

(a) Any weapon including a starter gun which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) The frame or receiver of any such weapon;

(c) Any firearm silencer; or

(d) Any destructive device.

### **Public Conduct on School Property**

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of environment, it is necessary to regulate public conduct on school property and at school functions. "Public" in this section shall mean all persons when on school property or attending a school function including students, teachers and district personnel. The purpose of this code is to maintain public order and prevent abuse of the rights of others. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner and are expected to be properly attired for the purpose they are on school property.

### **Prohibited Conduct:**

- Intentionally injure any person or threaten to do so.
- Intentionally damage or destroy school district property or the personal property of a teacher, administrator, or other district employee or any person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal actions, appear libelous, obstruct the rights of others or are disruptive to the school program. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.

- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place in which this code applies.
- Violate the traffic laws, parking regulations or other restrictions on vehicles.
- Possess, consume sell, distribute or exchange alcoholic beverages, marijuana, controlled substances or be under the influence of either.
- Possess or use weapons or other dangerous instruments in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- Do not loiter on or about school property.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or attending a school function.

#### **Penalties:**

Persons who violate this code shall be subject to the following penalties:

- Visitors: Authorization, if any, to remain on school grounds or at a school function shall be withdrawn and they shall be directed to leave the premises.
- Students are subject to disciplinary action as the facts may warrant, in accordance with due process requirements.
- Tenured faculty members are subject to disciplinary action as the facts may warrant in accordance with Education Law 3020A or any other legal rights they may have.
- Staff members in the classified service of civil service entitled to protection of Civil Service Law 75. They subject to immediate ejection and to disciplinary actions as the facts may warrant in accordance with Civil Service Law 75 or any other legal rights they may have.
- Staff members other than those described above (#4 and #5) are subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

#### **Enforcement:**

Any administrator or his/her designee shall be responsible for enforcing the conduct required by this code. When the administrator or his/her designee sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the principal or his/her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop.

- The administrator or his/her designee shall also warn the individual of the consequences for failing to stop.
- If the person refuses to stop engaging in the prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his/her designee shall have the individual removed immediately from school property or the school function.
- If necessary, local law enforcement authorities will be contacted to assist in removing the person.

Please see the BOE Code of Conduct for further and complete policies. Found on the District Web Site.

## Parent Handbook Acknowledgement

Parents of **Cumberland Head Elementary School** students are asked to support our mission, to acquaint themselves with, and follow, the school's policies and procedures. The Parent Handbook, as found on the District's website ([www.bcsdk12.org](http://www.bcsdk12.org)), outlines the mission of the school, and the school's policies and procedures. A paper copy has been provided for your convenience.



By signing below, parents confirm that they have received the school's Handbook. Thank you for your support!

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Parent/Guardian Signature

Date

Student's Name: \_\_\_\_\_