



# *Parent Handbook*



**Council Rock Primary School**

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## COUNCIL ROCK PRIMARY SCHOOL

Welcome to Council Rock Primary School. It is our mission to provide a nurturing, supportive community in which all children can grow in competence, confidence and self-esteem. This is done in a setting in which staff, parents, volunteers, materials and programs are dedicated to the special needs of young children.

The primary school program is meant to develop the tools of learning, provide a foundation in basic skills, and foster each child's awareness of self as an individual and as a member of a community. With a commitment to the whole child, learning focuses on physical, social and emotional, and academic development. The program includes special attention to an appreciation for diversity and involving children in activities requiring higher level thinking.

An integrated curriculum is provided within heterogeneous classrooms and includes reading/language arts, mathematics, science and social studies. The reading/language arts program offers the best of children's literature. The math program emphasizes concept development and problem solving. Computers are introduced as early as kindergarten. Specialists in the areas of physical education, music, art, and library/media meet with classes on a regular basis. The basic program is also enriched by such activities as field trips, assemblies and special events.

A wide range of related classroom services are provided to meet diverse needs. Examples of these are academic intervention services, counseling, speech/language therapy, and extended study services. A process, which includes parents, is in place to assess and determine whether related services are necessary for a child's academic success and/or social growth.

The primary school staff believes that good communication is the cornerstone of positive relationships within the school and between the school and community. Parents play an important role in the school as a resource in supporting their child's educational program. You are invited to membership in the Parent Teacher Student Association, to volunteer, and to support the school's mission as an educational community.

**The Brighton Central School District "Parent Information Guide" includes applications for lunch tickets and free and reduced lunch, the District School Year Calendar, Special Events and District Policies. Forms are available on the district website: [www.bcsd.org](http://www.bcsd.org).**

**Council Rock Primary School**

600 Grosvenor Road  
Rochester, NY 14610  
242-5170

Attendance 24-hour voicemail: 242-5170 x1520

Mr. Matthew Tappon  
Mrs. Maurin Jeffries

Principal  
Assistant Principal

242-5170  
242-5170

**Central Office Staff**

2035 Monroe Avenue  
Rochester, NY 14618

Dr. Kevin McGowan  
Mr. Louis Alaimo  
Dr. Deborah Baker  
Mrs. Carolyn Rabidoux

Superintendent of Schools  
Assistant Superintendent for Administration  
Assistant Superintendent for Curriculum and Instruction  
Director for Pupil Personnel Services

**Board of Education**

President  
Vice-President

Mark Kokanovich  
Julene Gilbert

Board Members

Andrea Costanza  
Larry Davis  
Karen Hatch  
Christina Lee  
Dr. Marvin C. Sachs

**COUNCIL ROCK PRIMARY SCHOOL**  
**Student Code of Conduct**  
(Based on District Core Values and Code of Conduct)



**We come to school ready to work and learn.**

- Get a good night's sleep
- Eat a good breakfast
- Arrive on time
- Have materials ready
- Wear warm clothes and boots in the winter

**We are careful about what we do and say.**

- Know and follow school rules
- Use polite and helpful language
- Leave anything that could hurt someone at home



**We show respect for other people and their property.**

- Show kindness to everyone by never calling names or making comments
- Move through the halls quietly
- Use good manners and quiet voices in the cafeteria
- Politely follow directions given by adults
- Take care of books, computers, and other school property



**We work out our problems together.**

- Use our words and not our fists
- Listen to each other

**We behave well in the community**

- Use good manners
- Be polite and cooperative on field trips
- Follow school rules

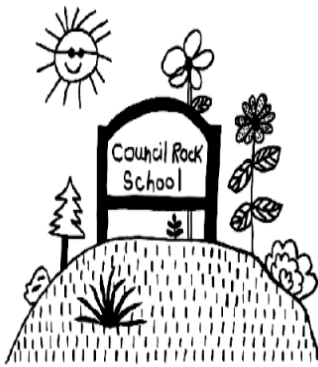


## Character Education Traits

The Council Rock Pledge highlights expected behaviors in all school settings throughout the day. The children learn and then recite the pledge as part of morning announcements. Teachers model, role play, and reinforce these expected behaviors all year long.

### Council Rock Pledge

As a Council Rock citizen:



- I will be respectful.
- I will be kind and treat others as I want to be treated.
- I will be responsible for what I say and what I do.

Every day I will do my best!

## Brighton Believes

Across the district and within our community, Brighton believes in strong character development. Over the course of the year, we will teach, practice, and promote the following five traits:



# **COUNCIL ROCK PRIMARY SCHOOL**

## *Mission Statement*

**We, the parents and staff of Council Rock Primary School, are committed to providing the challenging, nurturing environment needed for our young children to:**

- \* Love school and learning
- \* Feel confident and competent
- \* Share, cooperate and respect rules
- \* Care about all people and the world around them
- \* Acquire substantial knowledge and skills in a variety of subjects
- \* Do their best every day by recognizing what they are learning and how they are learning, and be willing to question, explore and risk making mistakes

### **We believe:**

- \* In celebrating the uniqueness of each child
- \* In meeting the needs of each child in a developmentally appropriate way
- \* In high expectations and continuous improvement
- \* In providing learning experiences that emphasize cooperation and integration
- \* In parents and the school working together to provide an excellent education for young children in Brighton

COUNCIL ROCK PRIMARY SCHOOL

ADULT CORE VALUES

- I. Open, honest communication.
- II. Protecting what's best for kids.
- III. Caring. Celebration. Humor.
- IV. Respect and support for each other as members of the School Community.
- V. Involvement in decision-making.
- VI. High expectations.



## **GENERAL INFORMATION**

<b><u>Main Office</u></b>		<b><u>Office Hours 7:30 - 4:00</u></b>
<b>Fax</b>	242-5186	
<b>Principal</b>	242-5170	Mr. Matthew Tappon
<b>Assistant Principal</b>	242-5170	Mrs. Maurin Jeffries
<b>Administrative Assistants</b>	242-5170	Mrs. Terry Dyrland
	242-5170	Mrs. Kathy Shiltz
	242-5170	Mrs. Doris Young
<b><u>Health Office</u></b>		
<b>Fax</b>	242-5201	
<b>Nurses</b>	242-5170 x1801	Ms. Julie DuBois Mrs. Joanne Sapienza Mrs. Christine Blawski
<b>Attendance</b>	242-5170 x1520	
<b>Psychologist</b>	242-5170 x1526	Mrs. Erin Dibble
<b>School Social Worker</b>	242-5170 x1527	Mr. Mark Henretta
<b>School Counselor</b>	242-5170 x1525	Mrs. Kimberly Ball
<b>School Counselor</b>	242-5170 x1528	Mrs. Keturah Reedhead

### **CALLING THE SCHOOL**

The main office secretaries will help you with questions concerning lost and found, messages to children, general information, appointments, etc. Instructional time is of utmost importance; therefore teachers will not accept calls during this time. Our secretaries will be happy to take a message or direct you to a teacher's voice mail box.

### **SCHOOL SESSIONS, TIMES and DATES**

AM Kindergarten	8:15 - 11:00
PM Kindergarten	12:00 - 2:45
Grades 1 and 2	8:15 - 2:45

**There is no supervision for children before 8:00 AM.** For your child's safety, please do not drop off children before this time (or before 11:55 for P.M. kindergarten). Students can not arrive in classrooms before 8:10 a.m.

## CALENDAR/SCHEDULES

On the Brighton Central School District website, you can find a downloadable 2019-2020 school calendar, 2019-2020 Cycle Day Calendar, and a Month-by-Month Calendar with updated events.

The web address is: [http://www.bcsd.org/calendar\\_events.cfm](http://www.bcsd.org/calendar_events.cfm). **Families should be sure to make alternate arrangements for childcare on days when school is not in session.**

## EARLY RELEASE DAYS

The New York State Education Department regulations permit schools to take up to eight one-half days a year to support essential work of the school. The purpose of our Early Release Days is to enable school personnel to work on major school goals. Council Rock and French Road schools use Early Release Days for planning and staff development activities. This year there are two Early Release Days scheduled.

Our early release days for 2019-2020 are:

November 15	AM Kindergarten Attends	No PM Kindergarten
November 22	PM Kindergarten Attends at 8:10 am	No AM Kindergarten
December 6	AM Kindergarten Attends	No PM Kindergarten
December 22	PM Kindergarten Attends at 8:10 am	No AM Kindergarten
May 15	AM Kindergarten Attends	No PM Kindergarten

## **PLEASE NOTE DURING EARLY RELEASE DAYS:**

- ◆ Lunch is not served.
- ◆ AM Kindergartners will be dismissed from class at 10:55 a.m. Buses will leave Council Rock at 11:00 a.m.
- ◆ First and Second Grade students will be dismissed at 11:30 a.m.
- ◆ PM Kindergartners will be dismissed at 11:30 a.m. on their half day of attendance
- ◆ **TRANSPORTATION:** The bus number will be the same as the normal drop-off. Any changes in transportation need to be made in writing.

## EMERGENCY CLOSINGS

When the weather conditions require that the schools be closed for the day, an announcement is made on the local radio stations, e.g. WHAM, cable TV 12, and listed on our website [www.bcsd.org](http://www.bcsd.org), by 7:00 a.m. If you think conditions are at all questionable, it is recommended you follow the announcements of closings to hear if Brighton is among them.

Occasionally, a dismissal during the school day is decided upon if weather conditions are very bad. This will be announced on the radio stations, cable TV 12, and the BCSD website as soon as the decision is made. **Please make very specific plans that your child fully understands in the case of an emergency school closing.** Parents can sign up for eNews (email notices) and/or text message notifications through the district website under “Popular District Pages”.

**SIX-DAY CYCLE**

Council Rock School operates on a six-day cycle rather than a weekly schedule. Special classes, e.g. art, music, gym, library and support programs are scheduled over a six-day period. Day One begins **September 4<sup>th</sup>**.

Since your children will be assigned to gym, art, music, etc. on days 1-6, not Monday, Tuesday, etc., it is important you know the cycle schedule. The best reference is the PTSA calendar or the district website: [www.bcsd.org](http://www.bcsd.org).

**ART, MUSIC, PHYSICAL EDUCATION, and LIBRARY SCHEDULE**

Kindergarten	Music, Physical Education, Library	Once per Six-Day Cycle
Grades 1 & 2	Music and Physical Education	Two Times per Six-Day Cycle
	Art and Library	Once per Six-Day Cycle

The classroom teacher will send home your child's schedule of special classes. Sneakers are needed for physical education.

**PARKING**

- Our bus circle parking is reserved for handicapped parking, visitors, and school personnel who may be required to come and go from the building throughout the day.
- **The bus loop has a sign posted indicating when cars are not allowed to travel around the bus circle.** These times are between 8:00 a.m. and 9:00 a.m., 10:50 a.m. and 12:15 p.m., and 2:00 p.m. and 3:00 p.m.

***It is unlawful and unsafe to pass a school bus with its lights flashing and stop sign out.***

Thank you for your cooperation in making our school and surrounding area a safe place for all.

## **ATTENDANCE**

We know that regular attendance is important to a child's success in school. Frequently absent, tardy, and/or early dismissed children miss instruction and important social interaction. Excessive loss of school time separates children from the on-going school learning experience and impacts their academic success throughout their school years. Since our common goal is to have your child receive the best possible education, we need your cooperation in supporting regular attendance.

Absentee, tardy and early dismissal notes are required by state law and need to be saved at school. For your convenience, a standardized form is located at the end of this booklet. Additional forms may be obtained from your child's teacher or on our website under the CRPS "Publications and Forms" page. Be sure to circle the date and check the reason. If no reason is given, your child will be marked with an illegal absence. If you know your child will be absent ahead of time, the note can be sent in early. The only recognized excuses for legal absences are: personal illness, death in the family, and religious holiday.

As part of the school's effort to support good habits and positive attitudes we monitor school attendance and notify parents in writing when students reach certain thresholds (numbers of days absent and/or tardy) over the course of the school year. Research suggests that when students miss 10% or more of time in school there is an impact on academic success. Should you receive such a letter, please know that our intent is to support you, as parents, by letting you know your child's attendance record. Please do not hesitate to call if you wish to discuss the letter you receive.

Thank you for your support and cooperation in making sure your child is in school regularly and on time.

### **If your child is absent from school:**

- \* Call the 24 hour attendance answering line, **242-5170 x1520**. Please be aware that if you have not reported your student by 8:45 you will receive an automated call.
- \* Give your child's name, teacher's name and the reason for the absence.
- \* You are also required to send a note with this information upon your child's return. With health related issues, more specific information helps to better assist your child upon return, as well as keep your child's health record up to date.
- \* ***Please remember to call your day care to report your child's absence.***
- \* It is helpful to let transportation know when your child is absent, 242-5200 x5806.

### **If your child is late to school (after 8:15):**

- \* Please park and walk your child into the building.
- \* Report to the main office with your child and sign their name on the sign-in sheet. **Children are NOT allowed to sign themselves in.**
- \* To minimize classroom interruptions, children should walk to their classroom independently. If they need assistance, a staff person will help.

## **RELEASE OF CHILDREN**

Keeping children safe is Council Rock's number one priority. Through many systems, the school tracks and ensures that each child has a safe dismissal. All changes to dismissal should be made in writing. The CRPS Dismissal Pass can be found on our website under the CRPS "Publications and Forms" page. The Dismissal Pass needs to be completed and sent in to school on the morning of a dismissal change. Your child should give the pass to his/her classroom teacher at announcement time.

It is challenging to make changes in a child's end of day transportation last minute. **If you must make an emergency change in your child's transportation arrangements on a given day, you must call the Main Office at (585) 242-5170 no later 1:30 P.M.** This will ensure that classroom teachers are notified prior to dismissal time. Please do not send dismissal notices to a teacher's voice mail or e-mail.

### **Picking up Your Child During the School Day**

All children being picked up during the school day must be picked up at the main office. Children will ONLY be dismissed from the office.

### **Picking up Your Child at the End of the Day**

All children being picked up by an adult at the end of the school day will report to the auditorium. (AM kindergarten to the front hallway by the Main Office.) Parents should enter the auditorium, pair up with their child, sign out their child with the school personnel at the front of the auditorium and exit through the stage door. Children will ONLY be dismissed from the auditorium.

### **Request for Identification**

Council Rock is a large building, and in an effort to keep all children safe, we will be asking for identification from anyone picking up a child (unless the parent/child relationship is known) or when someone other than a parent is picking up a child.

# CRPS Drop Off Procedures...

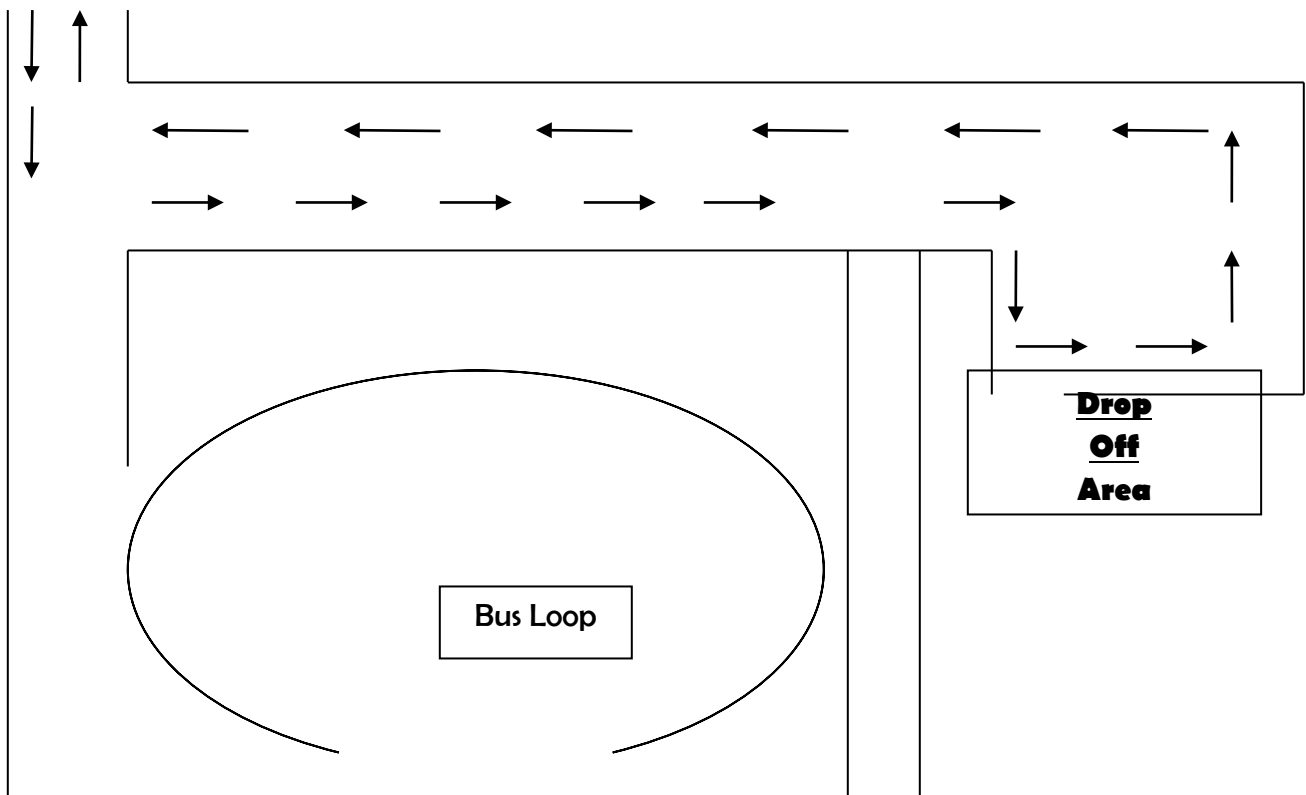
See diagram below. We will have staff to help kids exit and get them into the building safely.



Here are a few guidelines:

- In general, please be patient, drive slowly, and watch school personnel for directions when driving in our loop.
- All children may be dropped off at the designated drop off point between 8:00 and 8:15 a.m.
- If your child arrives after 8:20 a.m., he/she is considered late and you will need to park your car, and sign in your child in at the Main Office.
- Children need to be ready with their belongings before your car reaches the school. They will exit the car on the side closest to the building. If your child is not ready to quickly exit, then please park your car and walk your child to the sidewalk so you do not hold up other parents dropping off their children.
- Parents will then continue driving through the parking lot to exit.

If you are driving your child because of his/her difficulty in riding the school bus, there are school personnel who can help transition the child onto the bus. Please call the office if you would like some support. Thank you for your cooperation in helping us maintain a safe environment for all our children.



## **LUNCH PROGRAM**






A well-balanced lunch is offered to all full day students. The lunch selection consists of five items. Children may supplement a lunch brought from home with milk and dessert items. A menu with prices is sent home monthly or can be viewed on the district website: [http://www.bcsd.org/lunch\\_menus.cfm](http://www.bcsd.org/lunch_menus.cfm). Lunch will be available the first day of school. Brighton participates in the reduced and free lunch program. **Applications can be found in the district Parent Information Guide that is mailed to all families in August or on the district website: [www.bcsd.org](http://www.bcsd.org).**

Brighton has an on-line payment plan. Parents are encouraged to set up an account for their child by going to the district website at [http://www.bcsd.org/lunch\\_menus.cfm](http://www.bcsd.org/lunch_menus.cfm). Parents will need their child's student ID number to register for this plan.

## **LUNCHROOM EXPECTATIONS**

Students have 30 minutes to eat their lunch. Our expectations ensure that students are able to eat in a positive, pleasant environment. By following the five simple rules and using the voice volume scale, we help students find the right balance between the time to socialize and time to eat.

**CAFETERIA RULES**  
**COUNCIL ROCK PRIMARY SCHOOL**

<b>1. INSIDE VOICES</b>	 <table border="1"><tr><td>5</td><td>Emergency</td></tr><tr><td>4</td><td>Outside</td></tr><tr><td>3</td><td>Talking</td></tr><tr><td>2</td><td>Soft, 2 inch</td></tr><tr><td>1</td><td>Whisper</td></tr></table>	5	Emergency	4	Outside	3	Talking	2	Soft, 2 inch	1	Whisper
5	Emergency										
4	Outside										
3	Talking										
2	Soft, 2 inch										
1	Whisper										
<b>2. POLITE TABLE MANNERS</b>											
<b>3. STAY SEATED</b>											
<b>4. GOOD LISTENERS</b>											
<b>5. RAISE HAND FOR HELP</b>											

## JOINING YOUR CHILD FOR LUNCH

We love to have parents visit for lunch **beginning the last week of September**. Please help us by following these guidelines:

- Upon arrival, sign in at the main office and wait in the lobby for your child's class to arrive.
- **We are asking guests to go to the end of the line to purchase food. (Your child may join you.)**
- Parents are asked to sit in the folding chairs, leaving the stools for the children.
- Please do **not** bring food or purchase food items for children other than your own child.
- Help children at your table to follow our cafeteria rules. Our students learn from the modeling of the adult visitors at lunchtime. Encouraging conversation is one of the positive interactions with the children. Parents should not hesitate to support these goals when visiting for lunch.

## RECESS PERIODS

There will be a daily recess period following lunch. Children will go outside unless the weather is inclement. Please see that your child comes with appropriate outdoor clothing. Labels on clothes avoid confusion and loss of clothing. **During winter months, each child should have snow pants or an extra pair of slacks to minimize calling parents for a change in clothing.**

For most children there is no harm in being outside in cold or snowy weather, keeping in mind those children should be dressed appropriately. Being outside gives them a chance for fresh air, a change in environment and an opportunity to burn off energy by using their large muscle groups. It also provides a time for children to interact with each other. Recess may involve an organized activity as an extension of our physical education program and the opportunity to choose play activities.

Generally, if a child is well enough to come to school, they are well enough to go outside. Reasons for not going outside include chronic asthma, fractured bones, or a note from the doctor due to a prolonged illness. **All excused recess times require a note from the doctor.** In these instances, a child may go to the library instead.

Please check to be sure that your child wears necessary winter clothing to school. Outdoor recess is scheduled when the temperature is 15 degrees or higher.

Parents are welcome to come to school for lunches and to volunteer in classrooms, but we are asking that they not join us for recess. Because our teaching assistants monitor our recess, we want their focus to be on the safety of the children. With additional adults, it is difficult to know which parents go with which children. A parent may be observing a group of children and teaching assistants may not know the reason for their presence. During the school day, we do question adults on our school grounds as to their purpose. Because of this, we hope that you will understand and visit us at lunch or as a classroom volunteer.



## **LOST AND FOUND**

A lost and found collection is maintained in the front foyer. It is advisable to have the children's clothing marked with the child's name.

## **SUPPLIES**

Teacher classroom supply lists are distributed to parents in early August. General classroom supply lists for kindergarten, first grade, and second grade are listed on our website: <http://www.bcsd.org/crps.cfm?subpage=71791> (CRPS Publications & Forms).

## **SCHOOL RECORDS**

Please inform the school office of any change of address or phone number so that we always are able to contact parents in cases of emergency. It is also important to have a record of the place of employment and phone numbers of both parents.

***It is critical that we have the name and telephone number of someone other than the parents who can be contacted in case of an emergency.***

We also appreciate knowing of the birth of a new member of the family or other pertinent changes in the family situation.

## **SNACKS**

Teachers will send home specific information regarding snacks. Parents are asked to support good eating habits by providing nutritious food. (e.g., fruit, raw vegetables, and cheese and crackers.)

## **INSURANCE**

In the event of minor injuries, which can happen during the course of school activities, insurance claims should be initially presented under your family health insurance coverage. The school district carries an accident policy, which will deal with claims beyond the limits of family coverage. Questions regarding a possible claim should be directed to the District Insurance Office at 242-5200 x7524.

## **EMERGENCY RESPONSE PLAN**

Both district and site emergency response plans are in place in case of emergencies or disasters. A review of the building site plan is conducted yearly in accordance with state law. In case of the need to evacuate the building, the plan includes procedures for Council Rock students and staff to relocate to either Mid-Town Tennis and Athletic Club or Brighton High School.

## **REPORT CARDS AND CONFERENCES**

Three reports are written during the school year for grades one and two, in November/December, March and June. The November/December report card is shared in a parent/teacher conference. Two progress reports are written for kindergartners in December/January and June. The December/January report is shared at a parent/teacher conference. Teachers or parents may request additional conferences at any time.

Parents are urged to make an appointment to confer with the teacher or principal whenever a question about a child or the school programs arises. Impromptu conferences in the classroom interrupt learning for the children. Parent-teacher conferences are scheduled during special class periods, and before and after school.

## **PARENT ACCESS TO STUDENT RECORDS**

Pursuant to the Federal "Family Educational Rights and Privacy Act of 1974," parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system.

Parents and students are entitled to an opportunity for a hearing to challenge the content of such records to insure that they are not inaccurate, misleading or otherwise contain inappropriate information. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the building principal.

Student records and any material contained therein, which is personally identifiable, are confidential and may not be released or made available to persons other than parents of students.

There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

The principal, psychologist or home/school counselor is available to review permanent records with parents.

## **HEALTH OFFICE**

Welcome from your nurses at Council Rock! We have so much to share with you about the Health Office and want you to feel free to call us at any time with questions or concerns. In the meantime, here are a few critical pieces of information we would like to share with you.

**ATTENDANCE LINE:** 242-5170 x1520 - 24 hours/day

Please call it when:

- Your child will be sick
- Your child will be late
- You will be out of town on vacation, holiday, or any other reason.

With anticipated absences, you can call ahead of time. This will avoid us giving you a “why is your child absent” call while you are on vacation. **Please do not e-mail teachers to report absences!!** This is problematic in many ways and we strongly urge your cooperation in this.

### **HEALTH ISSUES: WHO TO NOTIFY?**

We ask that you call us directly, 242-5170 x1801, with any health concerns that you may have, especially if you are sending your child to school. **Again, please do not e-mail the classroom teacher with this information!!** We may have questions related to your instructions or concerns that are time sensitive. Examples of health concerns that you should call us about:

Your child may need medication.

Your child may have sustained an injury

Your child is a little under-the-weather and may need to see the nurse later.

Your child has a rash/dermatological problem. (Let us know if your MD has seen it)

Your child has been diagnosed with an infectious disease. ie Strep

Your child has lice or has had an exposure to lice.

Many others...

Call the Health Office first and we will call the teacher and make a plan for your child.

## **ILLNESSES: WHEN CAN MY CHILD RETURN TO SCHOOL?**

**VOMITING:** Don't assume it is "something they ate". If a child has vomited or is vomiting, they should not return to school the next day. Your child may have stopped vomiting, but they can still spread the virus, their body needs time to recover, and your child needs to hydrate. Furthermore, your child needs to be tolerating a regular diet, meaning no stomach upset or diarrhea after consuming a routine meal. Sending your child back prematurely will often result in a visit to the Health Office the next day and continue to subject their classmates to possible exposure. Stomach viruses have a way of making parents and school nurses feel a little foolish. The virus frequently does not present itself with fever and children of this age often manifest anxiety and a myriad of other emotional issues with "upset stomach". A child unable to present the right shade of pallor or presents a cheerful demeanor disguising the internal tumult roiling within, will subsequently vomit in some inopportune place and announce "I told you I was sick!"

**UPPER RESPIRATORY INFECTIONS (URI)/COLDS:** One concern about viruses is the possibility they can develop into secondary infections although most the time they do not. Generally, if your child seems to recover then takes a turn for the worse or becomes febrile, they might be developing an ear infection, sinus infection or pneumonia.

Persistent coughs associated with respiratory illnesses pose another concern. Persistent hacking coughs not only can spread illness to others but is disruptive and impairs classmates' as well as your child's ability to learn. Please do not send your child to school if they have a persistent cough.

Any child that arrives in our office with a chief complaint of cough will receive a respiratory assessment, which includes listening to your child's lungs with a stethoscope. This has been invaluable as we have sent children home with what we believed and was later confirmed by their MD to be pneumonia.

In addition, we listen for any signs of respiratory distress in children that may not be able to recognize symptoms associated with asthma. We will be happy to assess your child during the day for any signs or symptoms associated with asthma and administer medication (following previously determined guidelines by your child's MD) as needed.

Children at this age also have difficulty managing their secretions from colds. Most children are able to function well in school with a cold. If, however, their nose secretions are unmanageable to the point, again, where it will disrupt their ability to learn or pose a health concern for others, please keep them at home.

**FEVER:** Most of you are aware that if your child has a fever, they cannot return to school until they have been fever-free for twenty-four hours and have been fever free for twenty-four hours without the use of antipyretics (Motrin, ibuprophen, Advil, Tylenol, acetaminophen). Remember cold and flu medications, cough medicines and decongestants often contain antipyretics.

**STREP/CONTAGIOUS DISEASES:** Please notify us that your child has been diagnosed with strep or any other contagious disease. Generally, we require your child receive 24 hours' worth of antibiotic treatment before returning to school.

## **ILLNESS AT SCHOOL**

We ask your cooperation and understanding that there will be times when we will determine your child is too ill to be in school and will call you to pick up your child. There are many instances that would warrant this, fever being one of them. The school policy states that a fever is 100.4 or above. Fever is not the sole factor in determining a child's need to be dismissed. Many illnesses do not manifest with fever. We certainly do not want to send any child home unnecessarily; this serves no one. So understand that if you get a call requesting you pick up your child, it is done after careful consideration, observation and often collaboration with the teacher.

There are other instances which may warrant early dismissal:

- Accident resulting in an injury assessed to be too severe to remain in school or needing medical attention beyond the scope of our school nursing practice
- Emergency medical problems
- Asthma related illness when a previously set up care plan for treatment does not relieve symptoms or there is no plan (MD orders/meds).

You will be immediately informed if any of the above were to occur with your child.

**That being said, it is imperative that we have updated emergency contact numbers on file for you!**

It is impossible for us to call you every time your child visits us. Rest assured, however, that if we feel your child needs any follow up or has sustained an injury that although "routine" may be unnerving at first glance, like a scratch or bruise in the face, we make every effort to contact you. In addition, your child is sent home with a written note from us, so check those folders and backpacks!

## **MEDICATIONS**

There are strict regulations for the administration of medication at school. If your child needs medication at school or has a life-threatening condition or allergy that might require medication to be administered, we urge you to contact us as soon as possible so that we can make arrangements with you and your doctor.

## **NYS MANDATES**

A copy of a physical exam performed by your child's practitioner within a year prior to the first day of school is required for all new entrants, kindergarteners and second graders. If you need assistance with this, please contact the Health Office at 242-5200 x5181.

## **HEARING/VISION SCREENING**

Hearing and vision screening is performed on all new entrants, kindergarteners and first graders. Vision screening only is performed on second graders.

## ***PTSA (PARENT, TEACHER AND STUDENT ASSOCIATION)***

Parents contribute significantly to the operation and work of the school. They participate actively in shared decision making by serving as representatives on building and district wide committees. Parents serve as representatives on the governance and interview committees. Parents are encouraged to contact their representatives with thoughts and input to the committee work. Parents also assist in the classroom by serving as room parents and as math and reading volunteers as well as in other areas of the building.

The PTSA is responsible for a number of special events at Council Rock: School Pictures, Community Service Events and Donation Drives, Ice Cream Socials, Fun Food Fridays and Book Fair. The annual Teacher/Staff Appreciation Luncheon is also hosted by the PTSA. PTSA also helps to coordinate volunteers for the art room and library (refer to "Volunteer" section).

The PTSA raises funds to make financial contributions to the school for the enrichment of programs. Recent donations have been for school-wide assemblies, software, camperships and supplies for Play Day. Such contributions normally benefit the entire school rather than a particular classroom.

District-wide PTSA coordinates parent education programs on a regular basis. Faculty is encouraged to join the PTSA. A PTSA calendar listing all school and district events is included with the membership fee. This is available during some August open houses, PTSA meetings and curriculum nights.

Brighton Central PTSA holds regular monthly meetings at Brighton Central Office on Monroe Avenue. Meetings are open to the public. These meetings provide a forum to share information among schools and to make decisions on district-wide projects. PTSA building chairs from Council Rock, French Road, Twelve Corners Middle School and Brighton High School attend these meetings along with the PTSA officers. Council Rock PTSA sponsors informational programs with the principal several times during the school year.

The PTSA building chairs are eager to help with anything you need. Refer to the PTSA calendar or our website for their names and phone numbers. All Council Rock parents are encouraged to contact a PTSA Co-chair and join in the commitment to provide our children with the very best educational experience possible. Visit [bcsd.org](http://www.bcsd.org) to volunteer electronically.

To learn more about volunteer opportunities and be added to email communications for your areas of interest, please complete an online PTSA volunteer form:

<http://www.bcsd.org/forms.cfm?myform=225>

We are eager to get you involved! Please stand with us in our shared commitment to bringing our children the highest quality educational experience possible.

## **VOLUNTEERS**

If you plan to be a parent volunteer, you are taking another positive step in supporting your child's education. It is clear that parent's direct involvement in their child's school life does affect the child's success in school. The time that is volunteered by the parents and family members is greatly appreciated by the teachers, staff, administration and parents.

Whether you are a parent with time to volunteer in the classroom setting, for special events, or for committee responsibilities after school hours, the Council Rock Community and the Parent Teacher Student Association (PTSA) can offer a variety of opportunities for you to share in your child's education. Please join us in continuing the Brighton tradition of caring and excellence by being a parent volunteer.

The Council Rock Community would like to express how critical volunteers are to the success of our school. Volunteers:

- offer an extra pair of hands in the classroom
- help teachers provide more one-on-one instruction in the classroom
- show students the importance of helping those in need in our community
- support teachers in planning events

Most of all, a parent volunteer becomes a hands-on part of their own child's education. By spending time in the school environment, parents can learn how to better help their child grow and succeed.

## **CLASSROOM SUPPORT**

Depending on the teacher and the day schedule, the following are examples of the areas in which you may be asked to help children in the classroom:

- Practice reading skills
- Listen to children read
- Help produce written pieces
- Direct special projects: art, cooking, science experiments
- Assist in group assignments
- Prepare instructional materials
- Supervise math games
- Display children's work

## **OTHER WAYS PARENTS CAN VOLUNTEER**

There are important volunteer opportunities beyond the classroom.

- School-wide special events coordinated through PTSA
- Classroom special events
- Library or art room
- School committees
- Prepare classroom instructional material at home

For volunteer assignments in areas other than the classroom, the designated PTSA chair of the special event or committee will explain the activity and parent responsibility. Sign up at <http://www.bcsd.org/forms.cfm?myform=225> to receive more information.

## **CLASSROOM VOLUNTEER PROCEDURES**

To make our school a safe environment for all of our children, and to have successful volunteer experiences, there are procedures we ask all volunteers to follow:

- Before volunteering, please fill out a volunteer application. Applications are available in the Main Office or through your classroom teacher.
- Please enter at the front of the building. Sign your name, time of day, and destination in the visitor's book in front of the main office. Please wear a visitor sticker while you are in the building. Sign out when leaving the building.
- Please explain to your child (prior to your arrival) that you are coming in to work with some or all of the children and to assist the teacher. You will expect him/her to continue doing the same things that he/she has always done in the school.
- If you are taking your child with you, please follow regular dismissal procedures as described on page 13.
- Depending on your volunteer situation, it may not be the best place for younger siblings. Please check in advance with your child's teacher.
- To maintain confidentiality, what occurs academically and socially needs to stay within the classroom. Feel free to discuss any concerns as well as compliments you may have about a certain child with his/her teacher.
- Please check with the teacher for specific classroom volunteer procedures.
- It is not the best time to discuss your child's progress. Please set up a separate time to conference.
- Please call school (242-5170) as soon as you can if you cannot keep your volunteer time.



**BUS TRANSPORTATION**

Please be sure our office has accurate information in writing of day care and/or baby sitters and changes in busing arrangements. *For the safety of our students, our buses will not transport students to meet parents at a closed day care.*

You will receive your scheduled pick up time during the last two weeks of August. Expect that it will take several days for the buses to be on a regular schedule. Beyond that time, please notify the bus garage of any problems with the bus schedule (654-8770 or 242-5200 x5092). Traffic and weather conditions have to be considered in the timing of these routes. Please allow a five-minute variance.

Requests for riding a bus other than the one assigned must be made in writing and brought to school by the child. **A CHILD IS ONLY ALLOWED TO RIDE ANOTHER BUS WITH WRITTEN PERMISSION FROM THE PARENT** and provided that there is room on the bus being requested.

Please follow these procedures to ensure the safe transporting of children:

- \* Use the Dismissal Pass duplicate form
- \* **Fill out a separate form for each day** if your request is for more than one day
- \* Make sure the information is accurate and **complete**
- \* Print the information
- \* Have your child give the Dismissal Pass to his/her teacher the day of the change

Dismissal passes are available from your child’s teacher, in the main office or on the district website [www.bcsd.org](http://www.bcsd.org). In an emergency, verbal permission can be accepted.

**COUNCIL ROCK PRIMARY SCHOOL  
DISMISSAL PASS**

To: \_\_\_\_\_  
Teacher's Name

\_\_\_\_\_ will be  
Last Name First

<input type="checkbox"/> riding home on bus # _____ with _____ to _____ on _____ Address Date
---

<input type="checkbox"/> picked up early at _____ reason _____ <input type="checkbox"/> picked up at dismissal by _____ Adult Name _____ on _____ Relationship Date
--

Parent/Guardian Signature \_\_\_\_\_

## **RULES FOR RIDING THE BUS**

Please read and review the following bus information with your child to ensure a safe and enjoyable ride to and from school.

### **Procedures:**

- **Be at your bus stop 5 minutes early.**
- Wait for your bus at your designated stop, well off the roadway. Due to time restrictions, please do not wait for the bus in your house.
- Wait for a signal from the driver before crossing the road. Cross in front of the bus, 15 feet ahead of it, so the driver can see you. Be alert to traffic when leaving the bus.
- Enter your bus in an orderly manner, and take your seat.
- Remain in your seat and keep your seat belt fastened while your bus is in motion. When preparing to get off, remain seated until bus stops.
- No critters/insects (dead or alive) and/or glass containers are allowed on bus.

### **Etiquette:**

Students are expected to follow the “Council Rock Pledge” while riding the school bus. Our bus drivers know and use the pledge to remind and reinforce students of the expected behavior. Please remind your child to follow the directions given by the bus driver at all times.

- Be courteous to your driver and fellow passengers.
- Use appropriate language and inside voices while on the bus.
- Keep hands and feet to yourself.
- Remain in your seat and keep your seat belt fastened while your bus is in motion.
- Follow directions given by your bus driver.

Bus drivers work with children and families to ensure a safe bus ride. Occasionally drivers will ask for support from school. A bus conduct report may follow. Parents receive copies of formal bus conduct reports.

### **Consequences for poor bus behavior may include:**

- Reminder - What are you doing? What should you be doing? Why?
- Conference with Administrator
- Seat Assignment
- Behavior Plan Initiated
- Parent Phone Call and/or Conference
- Suspension of bus riding privilege (short and long term)

## ***BEHAVIOR AND DISCIPLINE***

Young children are beginning to learn to become independent, resourceful, and responsible members of the school community.

This learning is a major focus of the primary school years. We use our Council Rock Pledge and our Five Character Traits as a proactive approach to teaching appropriate social and emotional interactions in a community environment within our school.

Together, parents and all school personnel provide a safe and welcoming environment with high standards for excellence in learning by modeling, teaching, and reinforcing expected behavior.

We utilize a problem solving approach to addressing behavioral concerns. When behavioral expectations are not met by students, we implement the general procedure outlined below:

- \* Get the child's attention and redirect.
- \* Ask, "What are you doing? What do you need to be doing? How would you do this differently next time?"
- \* Create a plan with the student to implement strategies to change the behavior (i.e. changing the activity, repeating the direction, or signaling the child)
- \* Monitor effectiveness of strategies and acknowledge the desired behavior.

This problem solving approach is utilized by teachers within the classroom. When unacceptable behavior is persistent, it may become necessary to involve our support staff and/or administration in the process. On-going communication with parents will occur regarding behavioral concerns and may include parent conference and/or behavior plan.

Disciplinary actions beyond this level will be governed by district regulations.

### ***Dignity For All Students Act (Board Policy 7550)***

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived **race, color, weight, national origin, ethnic group, religion, religious practice, mental or physical ability, sexual orientation, gender, or sex** by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment,

outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline.

Harassment may include, but is not limited to, among other things, the use, both on and off school property, of information technology, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones, gaming systems and social media websites, to deliberately harass or threaten others. This type of harassment is generally referred to as cyberbullying.

**NOTE: Students may be disciplined for conduct that occurred outside of the school that may endanger the health or safety of pupils within the educational system or adversely affect the education process.**

### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Brighton Central School District is in compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Educational Amendments of 1972. The district provides equal opportunity to all students and employees regardless of sex, race, handicap, religion, color, and national or ethnic origin.

## Continuum of Services

A wide range of support services exists to support the instructional needs of each individual child. Three different Response to Intervention (RtI) teams meet regularly to address specific student concerns. These teams are multi-disciplinary in nature, include support personnel, general education teachers and parents, and follow a structured problem solving approach focused on the individual student. These teams are responsible for implementing plans, determining best interventions, and monitoring the student's progress. Building support personnel are also available to manage necessary and mandated referrals to the Committee on Special Education. The same support staff has the ability to assist in writing draft individualized educational plans and 504 plans.

Several services are offered as part of the general education program. These services include:

- Academic Instructional Support for Reading
- Academic Instructional Support for Math
- Diagnostic/prescriptive teaching
- Speech or Language Improvement
- Occupational Therapy
- Physical Therapy
- Regular education classroom with teaching assistant support for part or up to full day
- Extended studies support
- Primary Project
- Counseling Service – through the school counselor or school social worker
- Psychological services provided by the School Psychologist
- English language learner support
- Health services including: vision, hearing and scoliosis screening, assessing/monitoring and responding to sick children, administering medications/consulting with school personnel on health issues.

Students in a Regular Education Classroom may be supported with related services through an individualized education plan (IEP). Related services may include:

- Speech/language therapy
- Mental health services (group or individual counseling)
- Occupational therapy
- Physical therapy
- Assistive technology support
- Autism Consultation
- Behavior Consultation
- Teacher of the Deaf/Hard of Hearing
- Teacher of the Visually Impaired

Services offered through Special Education include:

- Consultant Teacher services
- Resource room
- Grade One 12:1:1 special class for language arts and/or math
- Grade Two 12:1:1 special class for language arts and/or math
- 12:1:4 multi-age special classes

Special Education Services are provided by the following Brighton employees:

- Special Education teachers
- Speech/Language Therapists
- School Counselor
- School Social Worker
- School Psychologist
- Certified Occupational Therapist Assistant
- Occupational Therapist
- Physical Therapist

Council Rock School utilizes services from outside of the school district as follows:

- Assistive Technology
- Autism Consultation- provided by private practitioner
- Teacher of the Visually Impaired – provided through BOCES 1

**Important Considerations as a Student Enters the Special Education Continuum:**

- Special education programs are developed for individual students; there is flexibility in developing plans for students, not attempting to fit students into preconceived plans and programs
- Least Restrictive Environment concept is actively considered
- Inclusive programming is valued at the building level
- A multi-disciplinary team makes decisions about a student's program
- Parent's are an integral part of that team when making decisions regarding special education programming
- A developmental perspective is strongly maintained
- Assessments and evaluations are multi-disciplinary, as well as culturally and linguistically fair
- Opportunities exist to experiment with different programs, often before classification
- A non-classified student may receive services along side a classified student within the special education continuum

If you have any questions regarding support services for your child, please contact their teacher. For additional information, you may contact Maurin Jeffries 242-5170 or Erin Dibble at 242-5170 x1526.

