



2021-2022

# Family and Student Handbook

**Main Office: 585-242-5140**  
**Fax: 585-242-5156**

<b>Maurin Jeffries</b>	<b>Principal</b>	<b>Ext: 5140</b>
<b>Caitlin O'Neill</b>	<b>Assistant Principal</b>	<b>Ext: 2501</b>
<b>Maureen Wedgwood</b>	<b>Secretary to Principal</b>	<b>Ext: 2513</b>
<b>Terri Gamble</b>	<b>Secretary to Assistant Principal</b>	<b>Ext: 2514</b>
<b>Doreen D'Imperio</b>	<b>Main Office Secretary</b>	<b>Ext: 2512</b>
<b>Kevin Rawlins</b>	<b>Custodian</b>	<b>Ext: 2545</b>
<b>Tom Hyman</b>	<b>Director of Transportation</b>	<b>242-5200 Ext: 5570</b>
<b>Thomas Verhagen</b>	<b>Food Services-Cook Manager</b>	<b>Ext: 2565</b>
<b>Tara O'Brien</b>	<b>Social Worker</b>	<b>Ext: 2525</b>
<b>Marguerite Opett</b>	<b>Counselor</b>	<b>Ext: 2525</b>
<b>Rachael Sando</b>	<b>Psychologist</b>	<b>Ext: 2525</b>
<b>TBD</b>	<b>Counseling Center Secretary</b>	<b>Ext: 2525</b>
<b>Kyrstin Blackburn</b>	<b>School Nurse</b>	<b>Ext: 2515</b>
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<b>FRES Website</b>		<b><a href="http://www.bcsd.org">www.bcsd.org</a></b>

**There is a 24 Hour Attendance Line**

**242-5140 ext. 2520**

**Please call whenever your child will be absent or late**



## **WE WANT TO HELP!**

This communications checklist should help family/families and community members contact appropriate staff members with questions or concerns. We encourage you to contact the staff member most directly involved with any question or concern first. If the question is not answered or the issue is not resolved at that level, the concern should proceed to the next step outlined. Members of our school community are always welcome to contact members of the Board of Education as well, but issues often are handled most effectively by school staff responsible for that area of concern.

<b>Question/Concern</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>Academics:</b> 1. <b>Difficulties</b> 2. <b>Scheduling</b> 3. <b>Curriculum</b>	Classroom/Subject Teacher	1. Principal/Assistant Principal 2. Director of Innovative Student Learning or Health, Phys. Ed & Athletics as appropriate	Assistant Superintendent for Instruction
Athletics	Coach	Director of Health, Physical Education & Athletics	Superintendent
Behavior Issues	Classroom/Subject Teacher	Assistant Principal	Principal
Classroom Procedures	Classroom/Subject Teacher	Principal/Assistant Principal	Superintendent
Extra-Curricular Activities	Club Advisor	Principal	Director of Innovative Student Learning or Health, Physical Education & Athletics as appropriate
Medical	School Nurse	School Physician	Director for Pupil Personnel Services
Board of Education Policies	Principal	Superintendent	Board of Education
Special Education	Classroom/Special Ed. Teacher	Principal	Director for Pupil Personnel Services
Transportation Issues	Driver/Assistant Principal	Transportation Director	Assistant Superintendent for Administration
Use of Facilities	FRES Main Office Administrative Assistant/Principal	Assistant Superintendent for Administration	Superintendent
Buildings/Grounds Issues	Director of Buildings and Grounds	Assistant Superintendent for Administration	Superintendent
Parent Portal	FRES Counseling Secretary	Principal	Assistant Superintendent for Instruction
Safety	Principal/Assistant Principal	Assistant Superintendent for Administration	Superintendent
Free/Reduced Meal Program	BCSD Food Service Director	Assistant Superintendent for Administration	Superintendent
Adult Education	Director of Community Education	Superintendent	

For any questions or concerns, except where otherwise noted,  
The Superintendent is Step 4.

# French Road Elementary School

## Family and Student Handbook

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**Academic Honesty**

Students are responsible for adhering to the principle of academic honesty.

**Accelerated Math**

French Road Elementary School offers an accelerated math program that begins at third grade and continues through fourth and fifth grades. This course of study is designed for those students who have been identified based on specific criteria as being talented in the area of mathematics. This program is based on a rigorous, fast-paced advanced curriculum, which requires students to demonstrate ability to assimilate challenging concepts and apply these concepts and skills to solve complex problems. Also incorporated into this program are enrichment activities that foster the application of mathematics to real world situations.

**Alcohol and Drugs**

“...No person may possess, use, sell or distribute alcohol, drugs, tobacco or other substances or possess, use or sell drug paraphernalia, on District property, or in any District-owned vehicle or any other vehicle used by the District for the transportation of students, or off District property during any District sponsored or District approved student activity, event or function such as a field trip or athletic event.” (Board Policy # 7320)

**Appointments**

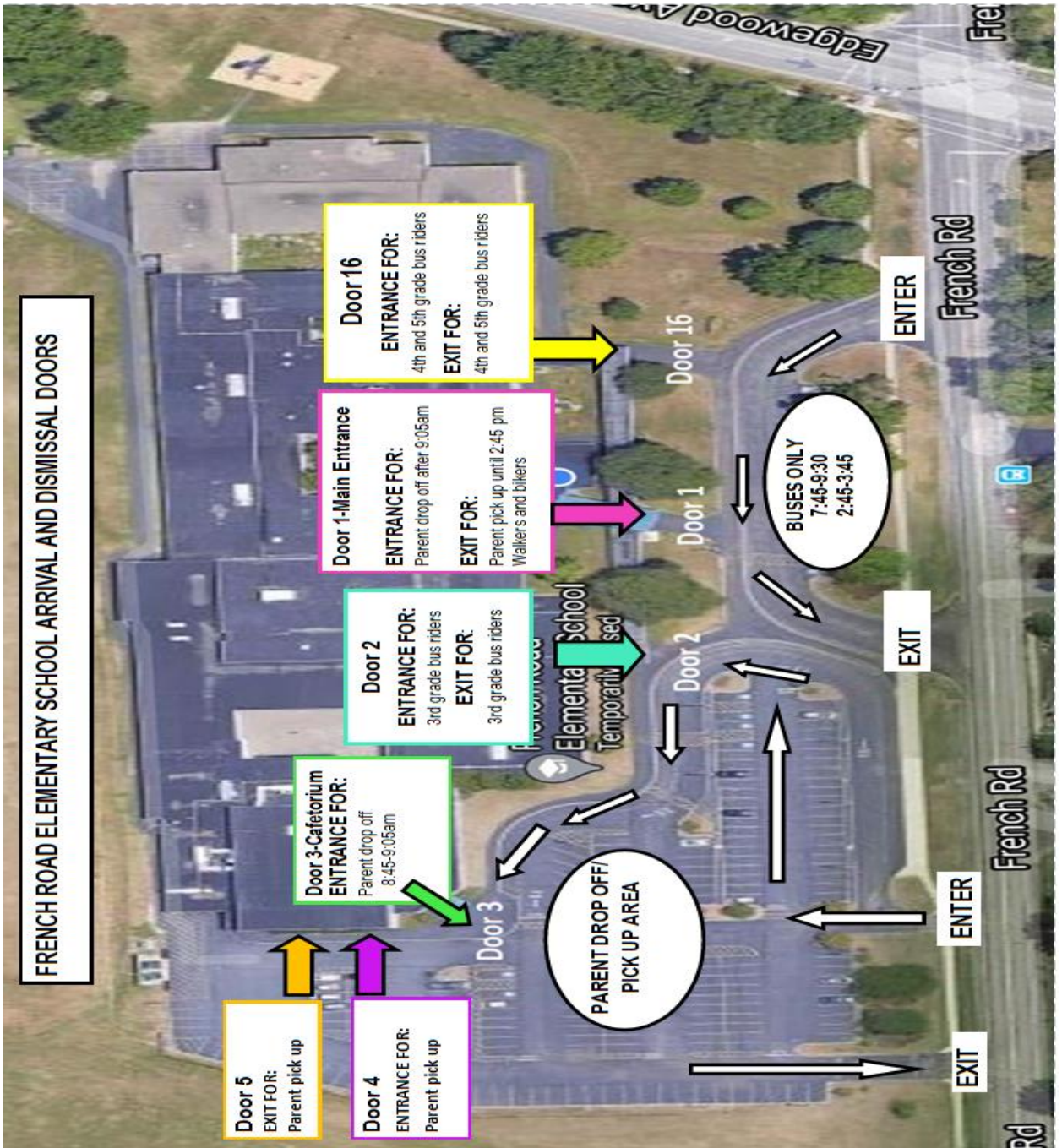
Families are expected to make every effort to schedule any appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Please remember to send a note in with your child the morning of an appointment so that your child's teacher and the office are aware that your child will be being picked up early. If you do forget to send in a note with your child, please call and let the Main Office know and they will get a message to your child's teacher

## French Road Elementary School: ARRIVAL PROCEDURES

<b>Parent Drop Off</b>	<ol style="list-style-type: none"> <li>1. All students dropped off use cafeteria entrance (DOOR 3 – see map)</li> <li>2. Parents will pull up to cafeteria door and drop off students.</li> <li>3. As students enter the building, temperature will be checked, and masks must be on.</li> <li>4. Students arrive between 8:45 and 9:05. Students will wait in the cafeteria or foyer at physically distanced markers until 8:57 when they are released to their classrooms.</li> <li>5. Students will report directly to their homeroom. Homeroom teachers will share specific directions regarding locker use.</li> <li><b>6. Drop off after 9:05am must be done through DOOR 1.</b> Parents must walk their child to the front door and buzz them in. They will be signed in by a secretary. Family members dropping off should not enter the building unless they are expected.</li> </ol>
<b>Bus Drop Off</b>	<ol style="list-style-type: none"> <li>7. All bus riders enter through the third grade door (door 2) or the fourth and fifth grade door (Door 16).</li> <li>8. Bus riders will be dismissed starting at 8:57 with two buses being unloaded at a time until all students have entered the building.</li> <li>9. As students enter the building their masks must be on.</li> <li>10. Students will report directly to their homeroom. Homeroom teachers will share specific directions regarding locker use.</li> </ol>

## French Road Elementary School: DISMISSAL PROCEDURES

<b>Parent Pick up before the end of the day</b>	<ul style="list-style-type: none"> <li>• If students are picked up before 2:45 pm, please send in a note so classroom teachers can have them ready to leave.</li> <li>• Please call the main office at 585-242-5140 upon arrival or press the buzzer at the door.</li> <li>• Family members picking up students will wait under the awning outside DOOR 1 after they have connected with the main office.</li> <li>• A secretary will call the classroom and walk the student to the door.</li> <li>• Parents should be prepared to show their license at the door for sign out.</li> </ul>
<b>Parent Pick Up at the end of the day</b>	<ul style="list-style-type: none"> <li>• All students will be picked up in the cafetorium (using doors 4 and 5)</li> <li>• Students will be dismissed to the cafeteria from their classroom at 3:15 and will find a seat in the cafeteria.</li> <li>• As parents arrive, they will park their car and walk into the cafeteria through door number 4. Security will monitor the number of parents entering the cafeteria at a particular time to support social distancing.</li> <li>• Parents will meet their child and should be prepared to show their license to sign out as they exit through door 5.</li> </ul>
<b>Walkers/ Bikers</b>	<ul style="list-style-type: none"> <li>• Students who are walking or biking home will leave with their classroom dismissal group called for buses. Students will exit through DOOR 1 and sign out at the security desk.</li> </ul>
<b>Bus Pick Up</b>	<ul style="list-style-type: none"> <li>• All students who are riding the bus home will be dismissed by 3:27 via PA announcement.</li> <li>• Bus riders exit:             <ul style="list-style-type: none"> <li>○ 3<sup>rd</sup> grade: DOOR 2</li> <li>○ 4<sup>th</sup> grade: DOOR 16</li> <li>○ 5<sup>th</sup> grade: DOOR 16</li> </ul> </li> </ul>
<b>5<sup>th</sup> grade Sign Holders</b>	<ul style="list-style-type: none"> <li>• 5<sup>th</sup> grade students who are sign holders for buses will head out at 3:15pm when parent pick up is called. The students will stand across the sidewalk from the bus entrance to create space between themselves and students taking the bus home.</li> </ul>





## **Assemblies**

The French Road Assembly Committee plans assemblies as special events on the school calendar. Some typical assemblies include performance artists, cultural presentations, and professional speakers. Good audience etiquette is expected of all students.

## **Attendance**

Regular attendance is essential to a student's success in school. Students should arrive ready to learn and willing to work. When a student is unable to attend school, family/families should call the Attendance Line before 9:00 AM. Family/families should give the student's name, teacher's name and reason for the absence. If a family member forgets to call, a robo call will go out at 9:50am to families of students who are marked with an unresolved absence.

The following lists of circumstances are excuses for legal absences. These include but are not limited to:

- personal illness
- 1. family illness
- 2. death in the family
- 3. religious observance
- 4. required court appearances
- 5. quarantine
- 6. attendance at health clinics

## **Policy 7110: Comprehensive Student Attendance Policy**

### **Determination of Excused and Unexcused Absences, Tardiness and Early Departures**

Based upon the Brighton Central School District's education and community needs, values and priorities, the School District has determined that absences, tardiness and early departures will be considered excused or unexcused according to the following standards:

a) Excused Absence: An excused absence is an absence, tardiness or early departure due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, road tests, military obligations or other such reasons as may be approved by the Board of Education.

b) Unexcused Absence: An unexcused absence is an absence, tardiness or early departure which does not fall into the above categories (e.g., family vacation, babysitting, haircut, obtaining learner's permit, road test, oversleeping) or any absence for which a reason is not provided.

**Please remember to call the Attendance Line (242-5140, ext. 2520)  
when your child will be absent**

### **Automobiles/Parking**

Two parking lots are available for parking for staff and family/families. **No cars are allowed in the bus loop during bus arrival from 7:30 to 9:30 am and during bus dismissal from 2:45 to 3:45 pm on any school day.**

### **Bicycles**

Students must have **written family permission to ride a bike to and from school.** Before leaving, your child must sign out in the Main Lobby. Helmets must be worn at all times. When traveling to and from school students must obey all traffic regulations.

*\*The school assumes no responsibility for bicycles. However, bike racks are available in the back of the school. Students are to keep their bikes locked and secured at these bike racks. Bicycles are not to be ridden on school grounds during school hours.*

### **Bus**

#### **Bus Conduct**

Riding the bus is a privilege. The following rules have been established in order to ensure the safety of all students who ride buses:

- No bullying, teasing or name calling
- Use only the bus and bus stop assigned.
- Orderly behavior is required at the bus stop, and while riding the bus.
- Remain seated, facing front, when the bus is in motion.
- Talk quietly.
- Do not talk to the driver unless it is necessary.
- Keep head and arms inside the bus.
- Do not eat on the bus.
- Do not litter the inside of the bus or throw anything out the window.
- All school rules apply while riding the bus.

Infractions of the above rules will be brought to the attention of the administration and/or the family/families. A second offense may result in the loss of bus privilege.

#### **Dismissal/Bus Passes**

Due to COVID-19 Safety Precautions, students must ride the same bus and arrive at the same destination every day they go to school. We can no longer accept daily bus change passes.

#### **Bus Route and Operating Policies**

Bus routes and stops are planned and established by the district's transportation director. The bus schedule is mailed in August. Families who wish to make requests for changes in routes or stops should contact the Brighton Central School Transportation Director's office directly. Students and

family/families are encouraged to notify the Brighton Central School Transportation Director immediately of any safety concerns (242-5200 extension 5573).

According to the Department of Transportation, items that cannot be held in the hands or on the lap of the passenger such as adaptive equipment, instruments or other items (class projects), cannot be transported unless they can be safely secured.

**Cancellation of School**

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

When schools must be closed, the decision is made by the Superintendent of Schools, based on available information and recommendations of the supervisor of buildings and grounds, Director of Transportation and town officials.

Every practical means is used to notify families of a cancellation, including radio, TV and newspapers. Cell phone text alerts and eNews will also be used if you have signed up for eNews.

AM Radio		FM Radio		Television	
WROC	950	WXXI	91.5	WROC	8
WHAM	1180	WBEE	92.5	WHEC	10
WXXI	1370	WFXF	95.1	WHAM	13
		WCMF	96.5	Public Access	
		WPXY	97.9	Channel	12
		WVOR	100.5		
		WRMM	101.3		
		WDKX	103.9		
		WKGS	106.7		

You may also check the district website at [www.bcsd.org](http://www.bcsd.org).

**On days when there is a delayed starting time there will be NO before school activities.**

**Procedures for Closing during the School Day**

If schools must close during the day, family/families/guardians should make sure children know what to do if they come home unexpectedly and find no one there. Prior arrangements should be made with neighbors or other family members to look after the children until someone arrives home. Working family/families should also make sure their children know how to reach them by phone during working hours.

- ◆ Radio stations are informed immediately. When weather conditions are marginal, family/families should stay tuned for updates.
  - ◆ Do not call school except in the case of a family emergency. Phone lines must be kept open to deal with these emergencies.
  - ◆ In the event that all schools in the District are closed early during the day because of a District-wide emergency (usually weather related), the schools with older students are generally dismissed before schools with lower grades. This allows older siblings to be home and available for supervision of the younger ones.
1. In the unusual circumstance where school must be cancelled during the school day, school personnel will make sure that students have transportation and supervision before releasing them from school.

### **Cell Phones/Electronic Equipment**

Students may not use cell phones or other electronic equipment during the school day or on school buses while in transit to or from school. This includes but is not limited to things such as digital cameras, iPods, and video game players.

### **Change of Address/Telephone**

It is required that every student maintains an up-to-date address and telephone record in the Main Office. Notify the registrar at the Central Office, 242-5200 x 5580 immediately if you have a change of address or telephone number during the school year. (See Emergency Information)

### **SUBJECT: Chaperones**

**2021-22**

Brighton Central School District expects district employees to follow District policies and regulations, including the Code of Conduct, and abide by all NYS and federal laws. Designated chaperones, whether volunteers or paid employees, are representing the Brighton Central School District on all school sponsored events, field trips and activities, and are expected to abide by and enforce all school rules, regulations, and policies during the entire length of the event. School sponsored events, field trips and activities include all District-approved student events, whether the activity or trip occurs on or off school campus, out of the State or country, and regardless of its duration.

The role of the chaperone, whether paid or non-District employee, shall be to ensure a positive educational and social experience for students while maximizing their health and safety. At all times the health, safety and security of students is paramount. Any health and safety concerns should be immediately reported to the supervising chaperone.

Chaperones, whether non-District employee or paid, must adhere to strict confidentiality principles regarding student participants.

Chaperones will not possess, or use any tobacco, alcohol, or illegal substances at any time during the school event/field trip, including those times when the chaperone is out of the presence of the student.

The entire time a chaperone, whether non-District employee or paid, is participating in a school event, whether on or off campus, in or out of the State or country, it is the expectation of the District that a chaperone is always acting in a supervisory capacity.

Non-District employee chaperones are required to sign a chaperone agreement for all school sponsored trips.

This policy also applies to District employees and designated chaperones, whether non-District employee or paid, for athletic overnight events, which occur during the particular sport season, whether in or out of the State.

Cross-references:      BCSD Code of Conduct,  
                                 NYS Public High Schools Athletic Association Code of Conduct  
                                 Policy 3410 – Code of Conduct on School Property  
                                 Policy 6110 –Code of Ethics for All District Employees  
                                 Policy 6150 – Alcohol, Drugs and Other Substances (School Personnel)  
                                 Policy 8460 – Field Trips

**NON-DISTRICT EMPLOYEE CHAPERONE AGREEMENT FOR ALL SCHOOL SPONSORED ACTIVITIES**

I, \_\_\_\_\_ / \_\_\_\_\_ agree to serve as a  
Mother /Guardian (please print) Father/Guardian (please print)

chaperone for the **French Rd. Elementary School activities/field trips for the 2021-2022 school year**. I understand that students' health and safety is paramount during all school sponsored events. I understand that I must abide by the District's Code of Conduct, regulations and policies at all times during the school sponsored event, field trip, or activity, regardless of where the event takes place.

**CODE OF CONDUCT - RULES and SAFETY PROCEDURES TO FOLLOW**

1. I will report any health and/or safety concerns immediately to the supervising chaperone.
2. I will respect the need for absolute confidentiality about sensitive student information that I may learn about during the school sponsored event.
3. I will be a positive role model, be engaged and available at all times during the school sponsored event.
4. I will not have any nonparticipating children accompany me during the school sponsored event.
5. I will not deviate from the planned itinerary or assigned group at any time during the event, unless directed otherwise by the supervising chaperone.
6. I will not consume or possess alcoholic beverages or illegal substances.
7. I will not smoke and/or use tobacco products.
8. I will not possess weapons.

**The Brighton Code of Conduct and the District policies and regulations are applicable to all Brighton sponsored events. Violation of this agreement may result in prohibition from serving as a chaperone in future events, and in some cases, individual liability.**

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**I have read and understand the above rules and safety procedures.**

Parent Signature (mother/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (father/guardian): \_\_\_\_\_ Date: \_\_\_\_\_

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

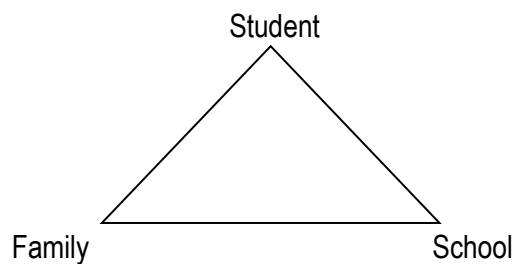
## Classroom Parties and Food Items

Please communicate with your child's teacher. Store bought treats can be provided but we are unable to allow additional family members visit for a birthday celebration at this time.

# French Road Elementary School – Student Code of Conduct

## Essential Partnerships

When students, families, and teachers co-operate with each other using the five Star Qualities of respect, responsibility, kindness, integrity and self-control, opportunities for success are greater.



## Student Responsibilities/ Expectations

1. **Responsibility-** Come to school on time ready to learn and willing to work. Showing that you are reliable and dependable.
  - Have materials ready (homework, lunch money, library books, and musical instruments)
  - Come to school rested
  - Eat breakfast
  - Stay 3 feet apart and wear a mask
  
2. **Respect-** Respect the rights and property of others. Showing consideration for others.
  - Accept and appreciate people and their differences, including differences in race, color, weight, ethnic group, religion, disability, and gender.
  - Refrain from bullying and verbal, sexual, and physical harassment

Bullying/ harassment may take the form of comments, name calling, jokes, creating rumors or gossiping, offensive gestures or language, assault or any other behavior that is designed to annoy, intimidate or cause fear. This includes cyber bullying

- Respect others' right to learn and differences in learning needs
  - Respect school and others' property and equipment.
3. **Self-Control**- Resolve conflicts in a non-violent manner. Think before you act.
- Cooperate with others
  - Be a good listener
  - Solve problems with self-control
  - Keep your hands to yourself
  - Do not fight or strike another person
  - Be alcohol, tobacco, and drug-free
  - Use acceptable language
  - Never bring weapons or toys/objects that look like weapons to school at any time.
4. **Kindness**-Kindness should be shown through actions and deeds. Show that you care for others.
- Cooperate with others
  - Lend a helping hand
  - Use good manners ("Please" and "Thank you," when addressing adults or peers)
7. **Integrity**- Represent the school community and yourself positively. Do the right thing even when you think no one is watching.
- Follow district and school rules at all times: This includes the bus, field trips, assemblies, lunch, recess, and during before/after school activities.
  - Know and follow school rules
  - Be honest in all situations
  - Work to the best of your ability in all situations

### **Family/families/ Guardians' Responsibilities**

It is important that family/families/ guardians participate actively in their children's education. Family/families support their children by reinforcing school rules and conveying a positive attitude toward school. Family/families should help children come to school ready to learn and participate.

### **School Personnel Responsibilities**

All school staff will set a good example for students and other staff by modeling the five Star Qualities of respect, responsibility, kindness, integrity, and self-control, as well as following the Purple Hands Pledge.



## **Expectations at FRES**

### **General Rules**

- Gum chewing is not allowed.
- Appropriate clothing that does not distract from instruction should be worn at all times.
- Appropriate language should be used when talking to peers and adults.
- The wearing of hats is not allowed.
- The use of personal electronic equipment is not allowed (cell phones, music players, video games, etc.)
- Stay 3 feet apart and wear a mask.

### **Beginning and End of Day**

- Upon arrival into the building, students are expected to go directly to their lockers and then directly to their homeroom, except in cases where students are dropping off instruments. The day starts promptly at 9:00 a.m.
- Students will exit the building in line with their class and teacher as soon as an announcement has been made that buses have arrived.

### **Hallway Behavior**

8. Always WALK.
9. Keep right
10. Keep hands at your side and objects to yourself.
11. Move through the halls quietly.
12. Stay 3 feet apart.

### **Bathroom Behavior**

5. Flush
6. Wash hands
7. No fooling around
8. Get in and get out
9. 2 students per bathroom.

A productive, satisfying, and wholesome learning environment depends upon relationships that permit students to learn and teachers to teach. Each student is expected to be responsible for his/her behavior.

The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classrooms and throughout the school. Behavior that, in the opinion of school personnel, falls within any of the following categories shall be subject to appropriate disciplinary action:

1. Disruption of the educational process, whether in classrooms, halls, other school facilities, or off school grounds.
2. Insubordination, which shall include, but is not limited to: failing to follow school rules, failing to obey the reasonable directions of school personnel and/or the refusal of students to identify themselves to school personnel.
3. Acts or threats of violence which threaten the safety and welfare of others, including, but not limited to: the carrying of weapons, sending false fire alarms, engaging in physical actions against others, etc.
4. Destruction or defacing of school property, equipment, or supplies.

### **Reporting**

All students are expected to report violations of the code promptly to a teacher, counselor, or administrator. All staff are expected to report violations of the code to an administrator. Students should use the Stop/ Walk/ Talk strategy to handle conflict situations.

### **Conferences**

Family-teacher conferences occur during the fall semester. Families are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program. Teachers can do a much better job with students if they can share their understanding of the student directly with family/families. Conference times are also available in the spring on an as needed basis.

It is not necessary to wait for a conference time if you have a special concern. Family conferences are encouraged and can be arranged at any time during the school year.

### **Daily Schedule**

8:50 AM	Parent drop off begins
8:55 AM	Teacher supervision begins
8:57	Students exit buses
9:00 AM	Classes begin
11:00 AM - 1:45 PM	Lunch periods
3:10 PM	Dismissal for parent pick up-A-L students
3:23 PM	Dismissal for parent pick up M-Z students and walkers, bikers
3:27 PM	Dismissal for bus riders

## Discipline

### **Restorative Practices**

Restorative Practices is a social science that studies how to build social capital and achieve social discipline through participatory learning and decision making. It is based in developing social and emotional capacity to create relationships. These practices may include peer mediation, community building sessions, student/staff mediations, etc. In Brighton, restorative practices may be used in conjunction with traditional discipline measures to repair harm and restore relationships. These practices provide a safe environment for people to communicate and express both feelings and emotions. Once trust and mutual understanding is built, individuals are often able to work through difficult situations and develop a greater respect and caring for all in the environment in which the conflict occurred. Restorative practices provide students an opportunity to engage in restorative conversations when conflict/code of conduct violations take place with other students or staff. Our goal is to have students and staff work together to repair relationships and to discover solutions to the conflict/problem, building essential skills for the future.

(Adapted from pages 1-5 of the Community Building Circles booklet from PIRI.)

### **Disciplinary Penalties/Consequences**

Students who are found to have violated school rules, the code of conduct and/or school board policy may be subject to any or a combination of the following disciplinary actions, including but not limited to:

1. Verbal warning
2. Phone call home
3. Written letter of apology
4. Lunch detention
5. Recess detention
6. Family conference
7. Behavioral contract
8. Student removal from class
9. Assigned bus/cafeteria seat
10. Suspension from social, athletic, or extracurricular activities, privileges, and/or school transportation
11. In-School Suspension

- Principal's Hearing

Informal hearing including the principal, student, family/families of the student, assistant principal, counselor of the student and any other relevant parties the student/family and/or the school deem appropriate. Specific student behaviors are discussed and plans are developed and implemented to make improvements in the student's behavior.

12. Out of School Suspension

During periods of out-of-school suspension, students may not attend any school-sponsored function, may not participate in co-curricular activities and may not participate in social activities. Students are also not allowed on school grounds during periods of out-of-school suspension. Students who appear on school grounds may face further disciplinary consequences. All students who are suspended out of school must have a reentry meeting after the suspension with the student, the student's family/families, a counselor, administrator and any other appropriate staff member invited by the administration.

- Restitution for damages
- Superintendent's Hearing

### **Suspension of Students – Board Policy 7313**

The Superintendent and/or the Principal may suspend the following students from required attendance upon instruction: a) A student who is insubordinate or disorderly; or b) A student who is violent or disruptive; or c) A student whose conduct otherwise endangers the safety, morals, health or welfare of others.

A “disruptive student” is defined as an elementary or secondary student under the age of twenty-one years of age who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

A “violent student” means a student under the age of 21 who:

- Commits an act of violence upon a school employee or attempts to do so;
- Commits, while on school District property or at a school sponsored activity, an act of violence upon another student or any other person on school property or at a school sponsored activity or attempts to do so;
- Possesses, while on school property or at a school sponsored activity, a weapon;
- Displays, while on school property or at a school sponsored activity, what is or appears to be a firearm or weapon;
- Threatens, while on school property or at a school sponsored activity, to use a firearm or weapon;
- Knowingly and intentionally damages or destroys the personal property of any school employee or any person on school property or at a school sponsored activity; or
- Knowingly and intentionally damages or destroys school District property.

### **Range of Disciplinary Consequences**

As a general rule, discipline will be progressive. Repeated failure to follow any school rules/policies will result in escalation of disciplinary consequence. These guidelines cannot cover every form of misconduct and its potential consequence. Extenuating circumstances may, in some instances, necessitate deviation from these guidelines. A more detailed list of actions and consequences can be found in the district code of conduct and the board policy handbook located in the main office of FRES and in the Central Office Administration Building.

## **DIGNITY FOR ALL STUDENTS**

The Brighton Central School District seeks to create an environment free of harassment, bullying, and discrimination, to foster civility in its schools, and to prevent conduct which is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions. The District further prohibits discrimination against students, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school sponsored activities and events that take place at locations off school property. In addition, other acts of harassment, bullying, and/or discrimination which can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.

**The Dignity for All Students Act (DASA)** became law on July 1, 2012. The essence of DASA is to combat bias-based bullying, harassment, and discrimination in public schools. **All students have the right to attend school in a safe, welcoming, and caring environment.** More information about the content of the law and consequences for breaking the law will be provided at our first day of school grade level meetings.

The Brighton School District continues to foster an environment where students exhibit behavior that promotes positive educational practices, allows students to grow socially and academically, and encourages healthy dialogue in respectful ways. By presenting teachers and staff as positive role models, the District stresses positive communication and discourages disrespectful treatment).

## **POLICY 3412: ACTS OR THREATS OF VIOLENCE IN SCHOOL**

The Brighton Central School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

While acknowledging an individual's constitutional rights, including free speech and applicable due process rights, the District refuses to condone acts and/or threats of violence which threaten the safety and well being of staff, students and the school environment. Employees and students shall refrain from engaging in physical actions or making threatening statements which create a hostile or threatening environment or a safety hazard for others.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by electronic communication, shall be subject to appropriate disciplinary action in

accordance with applicable law, District policies and regulations, as well as the *District Code of Conduct on School Property* and collective bargaining agreements, as applicable. When disciplining students, the District shall consider the age and capabilities of the child.

All staff that is made aware of physical acts and/or threats of violence directed to students, staff, or school facilities is to report such incidents to the Building Principal/designee, who shall report such occurrences to the Superintendent. Additionally, the Building Principal/designee will also report occurrences of violence, whether involving an actual confrontation or threat of potential violence, to the student's family/families/guardians, school psychologist and/or counselor and the Director for Pupil Personnel Services if applicable. Local law enforcement agencies may be called as necessary upon the determination of the Superintendent/designee.

Students are to report all acts and/or threats of violence, including threats of suicide, of which they are aware to a faculty member or the Building Principal.

The District reserves the right to seek restitution, in accordance with law, from the family/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

This policy will be disseminated, as appropriate, to students, staff, and family/families and will be available to the general public upon request.

#### **Policy 3420: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE SCHOOL DISTRICT**

The Board of Education affirms its commitment to nondiscrimination and recognizes its responsibility to provide an environment that is free of harassment and intimidation. Harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of harassment on the basis of race, color, creed, religion, national origin, political affiliation, sex, sexual orientation, age, marital status, military status, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog by employees, school volunteers, students, and non-employees such as contractors and vendors as well as any third parties who are participating in, observing, or otherwise engaging in activities subject to the supervision and control of the District. Sexual orientation is defined as heterosexuality, homosexuality, bisexuality, or asexuality, whether actual or perceived. All District programs, including career and technical education opportunities will be offered without regard to sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, age, marital status, military status, disability, veteran status, disability, or use of a recognized guide dog, hearing dog or service dog or domestic violence victim status (Refer to Policy 8220). The Civil Rights Compliance Officers are the Assistant Superintendent for Administration and Director of Human Resources. The Civil Rights Compliance Officers shall be responsible for providing information, including complaint procedures and for handling complaints relative to civil rights (e.g. Title IX of the

Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) for any student, parent, employee or employment applicant. Assistant Superintendent for Administration Lou Alaimo and Director of Human Resources Lisa Hartman are the Title IX Coordinators. Their address is 2035 Monroe Avenue. Their phone numbers are 242-5200 Ext. 5089 and 5093. Interim Director of Pupil Personnel Services Deanna Spagnola is the Section 504/ADA Coordinator. Her address is 2035 Monroe Avenue. Her phone number is 242-5200 Ext. 5530. The Title IX/ Section 504/ADA Coordinators shall also be responsible for handling complaints and grievances regarding discrimination based on race, color, creed, religion, national origin, political affiliation, sexual orientation, age, military status, veteran status, marital status, or predisposed genetic characteristics, use of a recognized guide dog or service dog, or domestic violence victim status. See also Policy 7551: Sexual Harassment of Students. The School District will act to promptly investigate all complaints, either verbal or written, formal or informal, of allegations of harassment based on any of the characteristics described above; and will promptly take appropriate action to protect individuals from further harassment. The District will designate, at a minimum, two (2) complaint officers, one of each gender. The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of harassment. Follow-up inquiries shall be made to ensure that harassment has not resumed and that all those involved in the investigation of the harassment complaint have not suffered retaliation.

### **POLICY 7552: BULLYING/CYBER BULLYING: PEER ABUSE IN THE SCHOOLS**

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying/Cyber bullying of a student by another student in any form is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying/cyber bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term "bullying" and "cyber bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful." Bullying/Cyber bullying can take four forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings)
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats)

c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation)

d) Electronic (including written verbal and psychological bullying using a computer and/or other electronic devices.

### **CYBER BULLYING BEHAVIOR**

As with other forms of bullying, cyber bullying is an attempt to display power and control over someone perceived as weaker. Cyber bullying involving District students may occur both on campus and off school grounds and can involve student use of the District Internet system or student use of personal digital devices while in school buildings, on school buses, on school property, and/or at school sponsored events/activities whether occurring on or off school campus, such as cell phones, digital cameras, and personal computers to engage in bullying.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs).

### **SUBJECT: BULLYING: PEER ABUSE IN THE SCHOOLS**

Cyberbullying has the effect of:

- a) Physically, emotionally or mentally harming a student;
- b) Placing a student in reasonable fear of physical, emotional or mental harm;
- c) Placing a student in reasonable fear of damage to or loss of personal property; and
- d) Creating an intimidating or hostile environment that demonstrably and substantially interferes with a student's educational opportunities.

Also, cyber bullying that occurs off-campus, that causes or threatens to cause a material or substantial disruption in the school, could allow school officials to apply the "Tinker standard" where a student's off-campus "speech" may be subject to formal discipline by school officials when it is determined that the off-campus speech did cause a substantial disruption or threat thereof within the school setting [Tinker v. Des Moines Indep. Sch. Dist. 393 U.S. 503 (1969)]. Such conduct could also be subject to appropriate disciplinary action in accordance with the *District Code of Conduct* and possible referral to local law enforcement authorities.

### **Reports of Allegations of Bullying/Cyber bullying Behavior**

Any student who believes that he/she is being subjected to bullying/cyber bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying/cyber bullying, shall report the bullying/cyber bullying to any staff member or the Building Principal. The staff member/Building Principal to whom the report is made (or the staff member/Building Principal who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of



supervisory authority and/or other official designated by the District to investigate allegations of bullying/cyber bullying. Investigation of allegations of bullying/cyber bullying shall follow the procedures utilized for complaints of harassment within the School District. Allegations of bullying/cyber bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

### **Prohibition of Retaliatory Behavior (Commonly Known as Whistle Blower Protection)**

Prohibition of Retaliatory Behavior (Commonly Known as “Whistle-Blower” Protection) Pursuant to Section 16 of the Education Law, any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, or discrimination by an employee or student, on school grounds or at a school function, and who acts reasonably and in good faith in reporting it to school officials, the Commissioner of Education, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, shall have immunity from any civil liability that may arise from making such report, or from initiating, testifying, participating, or assisting in such proceedings.

### **Policy 7551: SEXUAL HARASSMENT OF STUDENTS**

The Board of Education affirms its commitment to provide an environment free from sex-based discrimination and sexual harassment, including sexual violence and intimidation. The Board, therefore, prohibits all forms of sexual harassment by employees, school volunteers, other students, and non-employees such as contractors and vendors which occur on school grounds and at all school-sponsored events, programs and activities including those that take place at locations off school premises. Sexual Harassment Sexual harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature. For the purposes of this policy, sexual harassment also includes sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes, but is not limited to: rape, sexual assault, sexual battery, and sexual coercion. Sexual harassment can originate from a person of either sex against a person of the opposite or same sex, and from students, District employees, or third parties such as visitors or school volunteers. Prohibited Conduct Sexual harassment can be verbal, non-verbal, or physical. Examples of such conduct may include, but are not limited to, the following: a) Verbal abuse or ridicule, including innuendoes, stories and jokes that are sexual in nature and/or gender-related. This might include inappropriate sex-oriented comments on appearance, including dress or physical features. b) Direct or indirect threats or bribes for unwanted sexual activity. c) Asking or commenting about a person’s sexual activities. d) Unwelcome and unwanted physical contact of a sexual nature including, but not limited to, physical acts such as assault, impeding or blocking movement, offensive touching, or any physical interference with normal work or movement. e) Displaying or distributing pornographic or other sexually explicit materials such as magazines, pictures, internet material, cartoons, etc. f) The use of profanity and/or other obscenities that are

sexually suggestive or degrading in nature. g) Unwelcome staring, leering, or gesturing which is sexually suggestive in nature. h) Unwelcome and/or offensive public displays of sexual/physical affection. i) Clothing that reflects sexually obscene and/or sexually explicit messages, slogans, or pictures. j) Demanding sexual favors of a student, insinuating that refusal to acquiesce in such favors will adversely affect a student's grades, references, academic/scholastic placement, and/or participation in extracurricular activities. k) Engaging in sexual conduct with an individual who is unable to consent due to his/her age, use of drugs or alcohol, intellectual disability, or other disability. l) Any other unwelcome and unwanted sexually oriented and/or gender-based behavior which is sexually demeaning, belittling, intimidating, or perpetrates sexual stereotypes and attitudes.

**Investigation of Complaints and Grievances:** In order for the Board to enforce this policy, and to take corrective measures as may be necessary, it is essential that any student who believes he/she has been a victim of sexual harassment, as well as any other person who is aware of and/or who has knowledge of or witnesses any possible occurrence of sexual harassment, immediately report such alleged harassment. The District recognizes that sexual harassment is a sensitive issue and that students may choose to inform any trusted staff member of suspected discrimination or harassment. Staff members who receive such complaints will immediately inform the Civil Rights Compliance Officer. Where appropriate, the Civil Rights Compliance Officer may seek the assistance of the relevant Dignity Act Coordinator in investigating, responding to, and remedying student complaints of discrimination and/or harassment. In the event that the Civil Rights Compliance Officer is the alleged offender, the report will be directed to another Civil Rights Compliance Officer, if the District has designated an additional individual to serve in such capacity, or to the Superintendent.

The School District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of sexual harassment and will promptly take appropriate action to protect individuals from further sexual harassment. All such complaints will be handled in a manner consistent with the District's policies, procedures, and/or regulations regarding the investigation of discrimination and harassment complaints, including Policy #3420 -- Non-Discrimination and Anti-Harassment in the School District; and Administrative Regulation #3420R -- Non-Discrimination and Anti-Harassment in the School District.

### **Policy 7360: WEAPONS IN SCHOOL AND THE GUN-FREE SCHOOL ACT**

With the exception of those students who receive prior written permission from the Board of Education or its designee, no student may bring in or possess any "firearm" or "weapon" on school property, on a school bus or District vehicle, in school buildings, or at school sponsored activities or settings under the control or supervision of the District regardless of location. Any student who has been found guilty of bringing in or possessing a firearm or weapon in violation of this policy will be disciplined in a manner consistent with State and Federal law and the District's Code of Conduct. Such discipline may include a mandatory suspension for a period of not less than one (1) calendar year for a student who is determined to have violated the Federal Gun-Free Schools Act and its implementing

provisions in the New York State Education Law, provided that the Superintendent may modify the suspension requirement on a case-by-case basis. Students who have brought a “weapon” or “firearm” to school will be referred by the Superintendent to either a presentment agency (the agency or authority responsible for presenting a juvenile delinquency proceeding) or to appropriate law enforcement officials. Such referrals will be made as follows: a student who is under the age of sixteen (16) and who is not a fourteen (14) or fifteen (15) year-old who qualifies for juvenile offender status under the Criminal Procedure Law will be referred to a presentment agency for juvenile delinquency proceedings; a student who is sixteen (16) years old or older, or who is fourteen (14) or fifteen (15) and qualifies for juvenile offender status, will be referred to the appropriate law enforcement authorities. For the purposes of this policy, the term “weapon” will be as defined in 18 USC 930(g)(2). For the purposes of this policy, the term “firearm” will be as defined in 18 USC 921(a). Students with disabilities continue to be entitled to all rights enumerated in the Individuals with Disabilities Act and Education Law Article 89. This policy shall not be deemed to authorize suspension of students with disabilities in violation of those authorities. This policy does not diminish the authority of the Board of Education to offer courses in instruction in the safe use of firearms pursuant to Education Law Section 809-a.

Teachers and staff have the authority and responsibility to maintain discipline and a safe learning environment in the classroom. When a student is having a problem, the teacher or staff may use classroom discipline procedures, conference with the family or refer the situation directly to the building principal, assistant principal, teacher on administrative assignment, or the principal’s designee.

Disciplinary measures for students consuming, sharing and/or selling, using and or possessing alcoholic beverages, illegal drugs, counterfeit or designer drugs, or paraphernalia for the use of such drugs may include, but are not limited to, probation, detention, suspension from privileges, in-school suspension, short-term suspension and long term suspension, or a combination thereof at the discretion of the administration. Police and family/families and/or guardians will be contacted when any illegal activity occurs.

In addition to assessing appropriate discipline, the District will also attempt to deal with the issues leading the student to engage in such behavior through the prevention and intervention techniques outlined in these regulations.

### **Dress Code**

Any type of dress or grooming that is disruptive, unsafe or distracting will not be permitted such as shirts with inappropriate slogans or advertising, roller blade sneakers, etc. The French Road Elementary School Based Planning Team has adopted a **no** hats policy during school hours. In addition, students are encouraged to dress appropriately for weather conditions.

## Email Notifications

### Blackboard Mass Notification System

Brighton Central School District uses Blackboard Mass Notifications as its mass notification system for emails (eNews), text messages, and automated phone calls to families. It allows us to effectively communicate with families on a large scale. Blackboard Mass Notifications also gives registered users the flexibility to choose which channels to receive notifications through.

Families do not need to sign up for email (eNews), SMS text, and phone notifications; Blackboard Mass Notifications pulls contact information from the District's student management system, Parent Portal.

In order to make sure you receive emergency notifications, including weather-related school closings, always notify your child's school if a contact phone number or email changes.

Parent/Guardian accounts are created automatically using your Parent Portal email address as the login.

Non-parent residents can sign up to receive eNews by creating a community member account at <http://brightoncsd.parentlink.net>.

### Logging in to Blackboard Mass Notifications

Blackboard Mass Notifications users can manage their contact preferences and listen to messages by logging into their accounts. To login, enter <http://brightoncsd.parentlink.net> into a web browser. Type your login ID and password into the fields.

**Families and staff should NOT click Sign Up to create accounts in Blackboard Mass Notifications; rather, families must use their Parent Portal login email as the login and staff must use firstname\_lastname.**

If it's your first time logging in, click "Forgot Password." On that screen, families can enter their Parent Portal login email and staff can enter their firstname\_lastname. Click Send Email. Verify that the email listed is yours and click the OK button. Check your email for a message from Blackboard containing your new password. Return to <http://brightoncsd.parentlink.net> and login using the new password. Set a new password in the pop-up window and click the Save button.

For assistance, contact Dan Goldman at [daniel\\_goldman@bcsd.org](mailto:daniel_goldman@bcsd.org).

### Setting Delivery Preferences

The Blackboard Mass Notifications website allows you to configure your own delivery preferences so that we can communicate with you in the form that best fits your needs. Delivery preferences can be set for messages regarding attendance, emergencies, and other informational messages. Click the Account button in the top right to access these settings.

*Please note that although Blackboard Mass Notifications pulls contact information from Parent Portal, it does NOT send information back to Parent Portal. This means changes made in Blackboard will not affect the primary contact information your child's school has on file. To change that information, you will need to contact your child's school office.*

## **Emergency Information**

Families may contact the main office anytime throughout the year to notify of any changes in phone numbers, email addresses, or emergency contact information.

## **Emergency Evacuation Plan**

A detailed emergency preparedness plan has been developed with input from family/families, staff and local safety organizations. School wide drills are held annually to ensure that staff and students are prepared for emergency situations.

## **Extended Studies Program**

The French Road Extended Studies curriculum is multidisciplinary, discovery-oriented, emphasizing higher level thinking skills, problem-solving and hands-on experiences. Extended Studies services are intended to be flexible to meet the needs of the children. There are several delivery options that allow for this flexibility and provide a continuum of services.

## **Field Trips**

Field trips to points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to community resources. Family/families will receive notices of field trips. At the beginning of the year, family/families will be asked to sign the field trip permission form, which is included in the FRES first day packet sent home with all students the first day of school.

## **Fire Drills**

Fire drills are conducted a minimum of 8 times in the fall and 4 times in the spring. Detailed escape plans are posted inside the door of each classroom.

## **Food Services (Special Diets, Lunchroom Behaviors)**

The Brighton Food Service Department offers a variety of nutritious lunches each day. Breakfast is offered at French Road 8:50 AM-9:10 AM. The department offers a Computerized Payment System. To participate in the program, students will be assigned his or her own personal lunchroom account. We encourage family/families to deposit money into the student's account or they may still pay by cash. Your child may prepay into their account by giving cash or a check from their family member to the cashier right in the lunch line. Monies paid into the account can only be used for purchase of regular or a la carte items. Students are only allowed to purchase one lunch on their account per day. The system will only allow students to charge on their account if there is money in their account. We cannot allow any negative balances to occur. When a student's account gets low, students will be informed and family/families may deposit money into their child's account at any time with cash or a check.

## School breakfasts and lunches are free for the 2021-2022 school year.

Lunches are served from 11:00 AM – 1:45 PM. A nutritious meal with several options is prepared daily by professional cooks working in cooperation with a registered dietician. Menus are sent home monthly and are posted on the district website. Forms for free and reduced lunches are available upon request.

## Cafeteria Procedures

### Cafeteria Procedures during CO-VID 19

- Families will order online with each student's weekly lunch choices. Please see BCSD food service website for more info:  
<http://www.schoolnutritionandfitness.com/index.php?sid=1471541533836>
- Lunches will be pre-packaged and available for students to pick up upon entry to the cafeteria.
- Students will be seated (3 Or 4) at each table
- Students will wear masks while entering cafeteria until they are seated. They will also wear masks while getting rid of lunchroom trash and recycling. As soon as they finish eating, they will put their mask back on
- Classes will have designated tables in the lunchroom.
- Applications for free and reduced lunch can be accessed online at:  
[http://www.schoolnutritionandfitness.com/schools/1471541533836/mealapps/2021-2022\\_Free-Reduced\\_Application.pdf](http://www.schoolnutritionandfitness.com/schools/1471541533836/mealapps/2021-2022_Free-Reduced_Application.pdf)

### Remember and Practice the FRES Star Qualities

- Appropriate table manners and eating habits are expected of all children.
- The same general rules for behavior apply in the cafeteria as in the classroom. Students are to remain quietly in line and keep hands to themselves. Students may leave their table only when excused.
- Students will be seated upon arrival in the cafeteria. Lunchroom monitors will indicate to students when they may purchase their lunches.
- The keyword is **RESPECT**. Respect for one another and for the condition of the cafeteria during its use is very important. Above all else, students will be expected to respect those adults monitoring them in the cafeteria as well as the cafeteria staff.
- Students will be asked to sit quietly just prior to dismissal by the lunchroom monitors: the adult in charge will raise their hand to signal that dismissal is about to occur.

- Conversing at a reasonable voice level and with only those at the table promotes a pleasant eating atmosphere.
- Observing the “raised hand” of the adult in charge means all students must stop talking.
- Leaving the table as clean as one would expect to find it upon arrival will help to create a cooperative atmosphere. All spills must be wiped up by the students at the table and all trash thrown away in the wastebaskets.

## **Gum**

Gum chewing is not allowed.

## **Homework**

Homework is an important extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning or can provide opportunities for independent study, research, and creative thinking. Family/families can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Homework will not be given for illegal absences or used as a punishment. If you have questions about homework, please contact your child’s teacher.

### **Homework Expectations for FRES Students**

- Have a regular time and place to work each day
- Organize a monthly, weekly, daily calendar
- Mark each assignment on a personal calendar
- Elect to do the shortest assignment first
- Write the estimated time to complete each assignment
- On with it! Get started with the assignment
- Record with a check mark when assignments are completed
- Keep homework in a designated place at home

### **A Concern for the Whole Family:**

The French Road Elementary School staff believes in the value of homework and would like to explain how homework is assigned, what the purpose of homework is and ways family at home can support their children. Just as there are many different kinds of lessons, many styles of teaching and many different kinds of learning situations, homework, too, varies considerably. All teachers at French Road Elementary School

will assign homework that supports the instructional program.

### **How Homework Helps Children:**

1. Helps children practice skills or concepts learned in school.
2. May be a part of their preparing for the next day’s lesson.
3. May allow children to pursue their individual interest in more depth than

allowed in the busy school day or may extend and enrich children's experiences through stimulating activities and real-life experiences based on school curriculum.

4. Help them take personal responsibility for their learning.
5. Helps them to complete routine tasks.
6. Prepared them to follow a schedule.
7. Helps them organize their time.
8. Helps them solve problems independently.

Sometimes homework may be as simple as:

1. Reading books at home
2. Writing in a journal

Children usually need help in setting up a successful plan for studying and doing work at home. It is important that children also be an essential part of this study plan.

How to promote a successful plan for studying and doing work at home:

1. Have a simple, clear routine for homework and stick to this routine.
2. Have a well lighted, quite place to study, with few distractions.
3. Have adequate work materials.
4. Have a well-thought-out time for doing homework.

### **When is the best time to do homework?**

Children have different styles, and what may work best for one child may not fit another. In this busy world it is important not to forget that children must not get over-programmed. Some time for play and relaxation is necessary, too. For many children, it is best that they play a while, have a snack or supper and then have a homework session. For other children, getting right to the homework is best. It is not

suggested waiting until later evening hours to start homework.

### **How much time should homework take?**

Time on task is much more important than how long a child is "in his room doing homework."

The length of homework assignments will vary from night to night and from child to child. Different children may complete the same task in different lengths of time. This will depend on the children's interest and aptitude for the particular assignment. Teachers may also assign long-term projects and reports. These help children learn to work out a schedule, organize time and meet deadlines.

Family/families can help children with planning the schedule and checking that children are spreading out the work over the entire time period and not delaying until the deadline.

### **Rule of Thumb**

Most teachers at FRES follow a rule of thumb that calls for about ten minutes of basic homework for each grade of school; in other words third graders are suggested to have 30 minutes per night, fourth graders 40 minutes and fifth graders 50 to 60 minutes. In addition to homework children should be reading at home every day, and it is even better if family/families can read with their children. Perhaps they can take turns reading a page to each other, discussing the books and so on. Even older children delight in being read to or at least seeing family reading modeled. Twenty minutes to an hour of recreational reading per day is essential if children are going to become lifelong readers. Any other homework is in addition to this reading.

Some children may be having difficulty with one or more subjects and may need to do things at



home that help them catch up. Other children may wish to spend longer periods of time following their interests in enrichment activities.

### **How will family/families know homework expectations?**

Teachers will communicate their homework expectations to family/families through Curriculum Night meetings, family-teacher conferences, and classroom newsletters.

Generally speaking, children in grades three, four and five at French Road Elementary School should be getting homework which fits their abilities and their age. It must be stressed that homework times can vary from teacher to teacher and student to student. All third graders are expected to read twenty minutes at home daily, practice spelling words, high frequency words and math facts as well as prepare other occasional assignments or projects. Forty minutes three or four nights per week is appropriate in fourth grade plus twenty minutes reading every night. Fifth graders can handle fifty minutes to an hour four or five nights a week plus twenty minutes of reading. Many children also have to schedule additional time to practice an instrument. Some nights there may be no homework and other nights the assignments may take longer than the average. Each homeroom teacher as appropriate for the group of students will provide information about expectations and descriptions of specific activities. Family/families should alert the

teacher if children seem to be spending considerable amounts of time doing homework assignments night after night. With a good study routine in place, a child can have a successful school experience and learn the skills, which will serve a lifetime.

### **"No homework?"**

Children who often have "no homework" can be encouraged to review and practice their basic math or number facts, write in their journal, review spelling work or other subjects that may be tested or that require review for retention.

### **How much should family help?**

Many children need a bit of friendly supervision to get things done. Remember that homework should be the child's endeavor; helping when children are stuck is fine, but don't let homework become a child-family joint venture unless a cooperative child-family project has been assigned by the teacher. If a child needs constant tutoring, family should talk with the teacher.

There may be miscommunications about the nature of the assignment or the teacher and family may wish to plan helpful strategies together to help the child through the difficulties. Showing interest in children's work, asking children to tell about it or having children show some completed assignments for a spot-check is a wonderful way to confirm with your children that you value their efforts and believe in the importance of their homework. The important thing is to allow children the satisfaction and pride of knowing they did their own work and did their best.

### **Illness or Injury**

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the school staff. If emergency medical treatment is necessary, family/families will be contacted immediately. If family/families are not available, appropriate steps will be taken, including possible transport by ambulance to an emergency room. It is critical that emergency telephone numbers and contacts on file are current.

### **Intramurals and Before School Music Activities**

#### **Instrumental Music Lessons**

At the end of third grade, teachers will demonstrate the instruments that are offered in the brass, woodwind, percussion and string families and students will have the opportunity to try out any instrument that they find interesting. During this period, the staff keeps a record of the success that each student has on the various instruments. At the conclusion of this trial period, teachers will counsel with students to help them find the instrument that is best suited for them. Students are not required to participate in the instrumental program after this point.

The cost that each family will incur will depend on the instrument that your child chooses. Some instruments may be rented from the District. Other instruments may be rented from any of the music stores in the area. The cost for these instruments will depend on the store, the value of the instrument and whether you elect to purchase the instrument or rent it. Each child will be asked to purchase a lesson book. If you feel that the cost of an instrument will be a problem for your family, please contact our instrumental music teachers and they would be happy to discuss other options with you.

Instrumental music lessons, orchestra, and band continue for any fifth grader who started fourth grade year. Students may also begin an instrument if they are new to the school or if they did not start the previous year.

We look forward to meeting and working with your child. The instrumental music program offers a wonderful opportunity to try out many instruments and to begin what we hope will be many years of music making for your son or daughter both in the Brighton system and into their college and adult life.

If you have questions at any point, please contact the instrumental music department by email.

#### **Leaving Campus**

No student may leave the school grounds during school hours. **Family/families must sign-out their children through the main office when leaving with their children during school hours.**

**Identification will be required.** Children need to be brought back by an adult and will be signed back in by an office staff member if they return on the same school day.

## **Library**

The librarian teaches students in grades 3-4 in a regularly scheduled class that meets once per cycle. The library curriculum includes library/research skills and literature appreciation. Third graders check out up to three books at a time; Fourth graders, four books; and Fifth graders, five. When students need more books for a particular project, they should check with the librarian. The loan period is three weeks. A book may be renewed if no one else has reserved it. Overdue notices are distributed to students once a week. An overdue notice is mailed home after the book is three weeks overdue. Fines are not charged for overdue books. However, bills are sent home for damaged or lost books.

If you have any questions regarding Library procedures or the Library curriculum, please call the librarian.

## **Lockers**

Each student will be assigned a locker. Students are expected to keep their lockers clean and not abuse them. No locks are permitted. Do not leave cash or valuables, or other important items in the locker. **Game systems, cell phones, music devices, and other electronic equipment should not be brought to school.**

## **Loitering Policy**

Students should leave school and school grounds promptly after classes or after school related activities.

### **Policy 3413: Trespassing and Loitering Prohibition**

No person may enter, remain or loiter in a school building or remain or loiter on school grounds unless that person:

- a) Has written permission from the Building Principal, Assistant Principal, Superintendent or his/her designee, or
- b) Is present by reason of a relationship involving custody of or responsibility for a student, or
- c) Is present for a legitimate business or other purpose relating to the operation of the school, or
- d) Is attending or participating in an authorized school function or activity, or is attending or participating in a function or activity permitted by the School District to take place on its property.

### **School Grounds**

School grounds shall include all property owned by the School District and any property which the School District has the right to use.

### **Transportation Upon School Grounds**

Loitering and remaining upon School District grounds also includes being present on school grounds while operating or riding in or on any form of motorized or non-motorized vehicle or other form of transportation. Motor vehicles not licensed for highway use are prohibited on school property.

### **Exclusions**

This policy shall not apply to occasional recreational use of non-motorized forms of transportation during the normal daylight hours provided it does not interfere with the District's use of school property. **However, skateboarding and stunt bicycling are not permitted on school property.**

### **Violations**

Violators may be prosecuted to the fullest extent of the law.

### **Lost and Found**

Our Lost and Found is located in the Cafetorium Entrance (this is a new location) against the sidewalk. Items will be put there and then placed out for review at concerts and/or school wide events. Unclaimed items will be donated to local charities a couple times during the school year.

### **Mental Health Staff**

FRES Mental Health Staff regularly meet within the classroom communities to discuss, explore and review topics related to diversity, respect, empathy, self-awareness and community. Students participate within their classroom communities during this scheduled "Bruin Time". **Additionally, this year,** we will also be collaborating with outside agencies such as Bivona Child Advocacy Center and continuing our work with Partners In Restorative Justice.

Please refer to the counseling website for additional information.

<https://www.bcsd.org/domain/442>

### **Nurse & Medical Information**

The nurse is responsible for maintaining a health record on each student, screening procedures which include vision and hearing, scoliosis, height and weight, familial contact concerning health problems, care of injuries and illnesses, administering medications according to physician orders and checking the attendance of all students on a daily basis. Please be sure to contact the nurse if your child has any unusual health problems.

Please note that for your child's protection, certain serious medical conditions such as seizure disorder and severe allergies are made known in a confidential manner to appropriate faculty and staff members on a need to know basis. This will ensure that these individuals can properly respond in the event of a medical emergency. If you have any questions regarding this practice, please contact the nurse.

### **Accommodations for Transportation**

Certain medical conditions are eligible for special accommodations for transportation upon parent and physician request and with prior administrative approval. All requests for accommodations require physician documentation and school physician review and approval. This is a highly restrictive measure and requires written private physician documentation, and CSE or Section 504 consideration and action. Accommodations within school are individualized according to patient needs and physician documentation. These medical conditions of a child include, but are not necessarily limited to, asthma, behavioral and/or mental health issues, cognitive delays, orthopedic problems, sensory impairments, and other serious or life threatening medical conditions. Parents/ guardians should contact the department of transportation for more information. contact the department of transportation for more information.

### **Adaptive Physical Education, and Special School Accommodations**

Any child with a medical condition that requires special accommodations in physical education, a mandatory class for NYS graduation requirements, must have an annual re-evaluation of need and renewal of the order for adaptive physical education or accommodations from his/her primary care provider. If you have been given written administrative clearance in the past for their child to have any special accommodations based on medical need, including the ability to participate in physical education and sports with only one of a paired organ, the parent/guardian may provide a letter annually to the school nurse without a medical provider note that their child's medical condition has not changed and that the prior year's plan remains current. When their child's medical condition changes, a physician written update is required.

### **Confidentiality**

The District adheres to the Family Educational Rights and Privacy Act (FERPA). Private health care providers must follow other laws called Health Insurance Portability and Accountability Act (HIPAA). In instances where the school needs to communicate with private health care providers, the families will need to complete the required form(s) from their health care provider in order for school officials to be able to speak with them. Please be advised that certain confidential medical information will be shared with district personnel who need to know. This may include understanding the impact a medical condition may have on a child within the classroom setting or on the bus, and/or how to recognize and potentially manage significant medical concerns until medical help arrives. This disclosure may be in written form, such as documentation in an Emergency Care Plan (ECP), or verbal training on implementing the ECP, or both. If you have any questions about the re-disclosure of information on your child to supervisory staff responsible for their safety, please contact your school nurse

### **Dental Certificates**

The Board of Education recognizes the importance of good oral hygiene for all children and recommends that every child has regular periodic complete dental examinations by their private dentist ideally every six months, but at least annually and upon entrance to school and again in grades, K, 1, 3, 5, 7, and 9, and 11. If parents/guardians wish to provide a certificate of dental examination for inclusion in their child's permanent health record, which is saved until their child is 27 years old, please submit or have their dentist submit their completed certificate to their child's school nurse.

### **Emergency Care Plans**

Any child with a severe or life threatening medical condition that may require adult intervention and oversight during the school day, such as but not limited to diabetes, poorly controlled seizures, severe respiratory problems, or anaphylaxis secondary to food or 21 insect allergy, will have an Emergency Care Plan created by their primary health care provider, parent and shared with the school nurse. These plans are updated annually. The purpose of the plan is to provide concrete and simple training and instructions to non-medical personnel acting in a supervisory role for the child to keep the child as safe as possible until medical assistance arrives. If a parent/guardian believes his/her child needs an emergency care plan, please be sure to bring the school nurse medical documentation from the child's physician as soon as possible before the start of school, so she/he can work with the parent/guardian to develop a safe plan for the child. Please be advised that a parent/guardian or their designate are encouraged to attend field trips with their child who has a special medical need for medication or management when the RN or an RN may not be available. Adequate supplies of all lifesaving medication and testing materials should be provided by the parent/guardian to the school nurse. If a child is self-carrying life-saving medications on their person, their kit should be maintained in a dedicated, secure place known to the nurse, and a second kit should be stored in the health office for emergency purposes, including things such as misplaced or used medicines the child was carrying, emergency sheltering-in-place, emergency evacuations, etc. The parent/guardian should be sure to keep the health office informed of updated cell phone numbers for emergency contact if needed.

### **Family/families as Medical Providers**

The New York State Education Department, Office of the Professions, division of medical licensing does not recommend and strongly discourages medical providers from treating family members. Accordingly, because the district follows a "best practice" standard of care in our health offices, please be advised that the district will not accept medical clearances, requests, forms, documents, certificates, or any other medical notice, etc. from a family member who is acting as their child's health care provider.

All medical orders, certificates, or other required statements or forms must be written by the child's private primary care physician, or health care provider. A family member who is also a health care provider must complete all required documentation/permission to supplement the treating physician or other health care provider's information, the same as

any other family member. Your failure to cooperate may delay the processing of your child's information resulting in delays in your child's ability to participate in various activities.

### **Health Certificate**

Each student must submit a health certificate attesting to the health examination within thirty

(30) calendar days after his or her entrance into a District school at any grade level; Pre-Kindergarten or kindergarten; and 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades.

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate must be on a form prescribed by the Commissioner and will be filed in the student's cumulative record. The health certificate must:

- a) Describe the condition of the student when the examination was given provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- b) State the results of any test conducted on the student for sickle cell anemia;
- c) State whether the student is in a fit condition of health to permit his/her attendance at public school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
- d) Include a calculation of the student's body mass index (BMI) and weight status category and
- e) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is authorized by law to practice in New York State consistent with any applicable written practice agreement; or authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner of Health has determined that such jurisdiction has standards of licensure and practice comparable to those of New York.

A licensed health professional with appropriate training may conduct a scoliosis screening.

### **Lead Screening**

Pregnant women and young children are especially at risk for lead poisoning, which most often is the result of exposure to lead paint and dust found in homes. NYS requires schools to advise parents of pre-schoolers of the availability of lead screening examinations by blood testing. However, lead testing is available through your private physician or health care provider for any age group if there are lead exposure risks involved. The district recommends that a parent/guardian discuss whether their child has already been or should be screened for lead toxicity by their private physician or other health care provider. They should alert the nurse to the results of this important test, so it can be documented in their child's permanent health record and shared with appropriate staff if lead poisoning is impacting their child's learning. Although water is not a major source of lead poisoning, out of an abundance of caution, the District conducts routine testing of water for lead and follows EPA guidelines and standards. Information on District lead testing results is available through the District's website, [www.bcsd.org](http://www.bcsd.org).

### **Mandated Physical Examinations**

#### **Health Examination**

Each student enrolled in District schools must have a satisfactory health examination conducted by the student's physician, physician assistant or nurse practitioner within twelve (12) months prior to the commencement of the school year of:

- a) The student's entrance in a District school at any grade level;
- b) Entrance to pre-kindergarten or kindergarten;
- c) Entry into the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup>

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

In addition, the District requires a certificate of physical fitness for:

- a) All athletes prior to their first sport of the school year, then only those who were injured or ill during their first sport before participating in a second sport during the school year;
- b) All students who need work permits; and
- c) All students either suspected of or sustaining a mild traumatic brain injury (concussion) must receive a written and signed authorization from a licensed physician before returning to athletic activities in school.

### **Mandated Screenings**

Mandated Screenings The New York State Education Department requires certain screening exams on certain ages or grades of children as listed below. The New York State



Department of Health (DOH) also requires that private health care providers report and that the school district collects information on children's Body Mass Index (BMI) and Weight Status Category (WSC).

A parent/guardian may fulfill these legal obligations by having his/her child's private physician conduct the screening exams privately. If a parent/guardian does not wish to have screenings conducted in school, the parent/guardian needs to notify the school nurse not to do the examinations as long as you present the private certificates prior to the school screening dates.

Where a student or the parent or person in parental relation to such student objects on the grounds that such examinations, health history and/or screenings conflict with their genuine and sincere religious beliefs, a written and signed statement from the student or the student's parent or person in parental relation that such person holds such beliefs shall be submitted to the principal or the principal's designee in which case the principal or principal's designee may require supporting documents.

If a parent/guardian has not provided a private certificate or notified the nurse of your plan to have the screenings done privately by the time the nurse conducts the school screenings, the district will follow NYS Education Department mandates and will conduct the screening as scheduled.

Parents/guardians need to communicate regularly with their child's school nurse to avoid confusion. If any concerns are found, parents/guardians will be notified in writing and it is their responsibility to ensure appropriate medical follow up occurs. The following screening evaluations are conducted by the school nurse who will advise parents/guardians of any concerns:

1. Distance visual acuity for all new entrants and for children in grades Kindergarten, 1, 2, 3 and 5 or at any other time deemed essential.
2. Near visual acuity for all new entrants and for children in grades Kindergarten, 1, 2, 3 and 5 or at any other time deemed essential.
3. Color perception for all new entrants within six months of entrance.
4. Hearing acuity for all new entrants and for those in grades kindergarten, 1, 3, 5, 7, 11, and at any other time deemed essential.
5. Scoliosis (curvature of the spine) for female students in grades 5 and 7, and male students in grade 9.

### **Mandatory State Audits or Surveys**

The NYS Department of Health (DOH) does periodic random audits of immunization records that are already available with identifying information on the NYS Immunization Registry. However, if a parent/guardian does not wish his/her child's name to be on an immunization record during these mandated reviews, please advise the school nurse at the start of the school year. The DOH also requires periodic audits of body mass index and

weight status categories with mandated physical exams, as described above under screenings. These audits are anonymous; however, if parents/guardians prefer not to participate in these audits, please advise the school nurse at the start of the school year.

### **Medications**

The Board of Education supports a safe medication delivery system for any child in need of medicines during the school day. Accordingly, all prescription and non-prescription medicines require physician and parent written permission and delivery of the medication by the parent in the original container to the school nurse who will store and oversee the administration of a medicine to a child. A photograph of the child is affixed to all prescription medicine bottles for added precautions. The Board also encourages that whenever possible parents discuss with their health care provider alternatives to having medicines administered during the school day when doing so may interfere with instructional time. The school nurse will count controlled substances when parents/ guardians drop them off and will monitor them on a decreasing count. The nurse will notify parents/guardians of any discrepancies.

The Board of Education requests that all parents work with their children of all ages to ensure they are educated to know the name and appearance of their medicine, the amount they are to get at what times, and the reason they are taking the medicine. The Board also asks parents to make sure their children realize that if they are asked to take a medicine that is not familiar to them or at a dose that is incorrect, that it is important to tell the adult "NO", to explain to the adult there appears to be a mistake, and to say they need to call their parent to clarify their concern before they accept an unfamiliar medicine from anyone. Upon written parental consent and with a private provider's attestation that a child is responsible to do so, some children may carry and self-administer life-saving medicines. All self-carried, life-saving medicines must have a duplicate supply stored in the health office in the event the child's supply is misplaced, lost, or not readily available in an emergency. Children may not carry or self-administer controlled substances or substances abused for recreational purposes.

In the event of a field trip and the need to administer medication, the district encourages a parent or designee to attend the trip with their child to safely administer the medication to his/her child. Nurse-directed students require a nurse or a parent designate present on field trips if medication is required. Supervised student does not require an RN but can profit from trained unlicensed medical staff to assist the student at the request of the student when the student needs help, such as verifying math calculations or numbers entered into insulin devices, or performing BG testing, or pouring liquids, etc. Independent student has a physician attestation on file stating that the student is able to carry and self-administer the medication. Arrangements for medication delivery on field trips will be made according to these definitions. In the event of need for medicine during athletic events, prior arrangements based on the above definitions are essential.

A staff member who is a friend of the family may serve as the designee in a parent's absence with prior arrangements. Nurses are not available after school for athletics. No one may give medication to a child without your prior written approval. Contact the school nurse for questions. For significant life-threatening medical conditions parents may wish to alert their local Emergency Medical Services responders of the matter to ensure prompt response in the event of a call. All children or adolescents with a bona fide life-threatening condition should wear a medical alert bracelet when they leave their home.

### **New York State Health Insurance Plans and Assistance**

New York State has some medical insurance programs serving uninsured children under age 26. Coverage may include well-child check-ups, immunizations, prescriptions, doctor's visits, x-rays and lab work, outpatient mental health, inpatient hospital care, emergency medical care, and other services. Families should check with their employer and/or insurance marketplace to determine eligibility. For information or assistance go online to <https://nystateofhealth.ny.gov/> or call 855-355-5777.

### **Vaccination Requirements Applicable to all students**

Every child entering or attending a District school must present proof of immunization or proof of immunity by serology (blood test) if applicable unless: a New York State licensed physician certifies that such immunization may be detrimental to the student's health. However, any other rationale for a medical exemption must be confirmed by either the child's specialist (if one is involved with an underlying medical condition) or by an infectious/immunology disease specialist who must confirm the legitimacy of the exemption. The medical excuse, even when signed by a medical doctor on the official DOH form will require review by the school physician who has the final say on the validity of the requested immunization waiver. The requirement for that immunization is waived until such immunization is no longer detrimental to the child's health. Medical exemptions must be reissued annually.

Except for a valid medical exemption, the District will not permit a child lacking acceptable evidence of required immunization to remain in school for more than fourteen (14) days or more than thirty (30) days for an out-of-state or out-of-country transferee who can show a good faith effort to get the necessary certification or other evidence of immunization.

Whenever a child has been refused admission to or continued attendance at a District school for lack of acceptable evidence of immunization, immunity, or exemption, the principal of the school will:

a) Notify the person in parental relation to the child of his or her responsibility to have the child immunized and of the public resources available for doing so;

b) Notify the local health authority of the name and address of the excluded child and of the immunization or immunizations which the child lacks; and

c) Provide, with the cooperation of the local health authority, for a time and place at which the required immunization or immunizations may be administered.

For homeless children, the enrolling school must immediately refer the person in parental relation to the child to the District's homeless liaison, who must assist them in obtaining the necessary immunizations or medical records.

The District will provide an annual summary of compliance with immunization requirements to the Commissioner of Health.

All schools will also post educational information on influenza and the benefits of influenza immunization, which will be in plain view and available to persons in parental relation.

## SchoolTool's Parent Portal

Students and families can access the portal via the District's webpage.

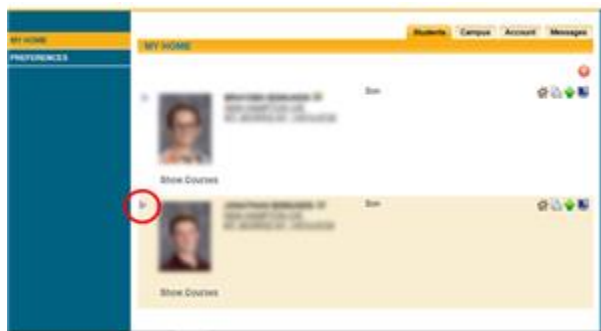


If you have not already created an account to access the portal, please contact the main office of your child's school to do so. Once you have an account, use your email address and password to sign in.



## Parent Portal

After logging in, you will be directed to your home page. You should see each of your children that attends a district school on this page. Click on the small blue triangle next to a child to access his/her information.



### **Playground Rules--Remember and Practice the FRES Star Qualities**

School staff will supervise the playground. Students are to remain on the play field or blacktop area during outdoor recess. When the fields are muddy those areas will be off-limits. For the safety of all students, dangerous activities are prohibited.

#### **General Practices**

- Students should stay in view of the teacher
- Be careful, considerate and share equipment.
- The following activities are not permitted:
  - ◆ Fighting
  - ◆ Tackle football/Lacrosse
  - ◆ Skating, skateboarding
  - ◆ Snowball, rock throwing
  - ◆ Bicycle riding
  - ◆ Piggyback riding etc.
- Students will wear a mask unless in designated mask break area.

### **Use of Swings**

1. Always sit down. Never stand.
2. Only one person per swing.
3. Do not wind up or spin the swings.
4. No climbing on swing standards.
5. Stay outside of fenced swing area when not using swings.
6. Observe caution and moderation on tire swings.

### **Use of Horizontal Ladders**

1. Use both hands when going from one side to the other.
2. Do not hang by just one arm or leg.
3. Do not try to jump from the highest rung.

### **Use of Slides**

1. Do not slide down backwards or on your stomach.
2. Once slide is completed, move away from the slide.
3. Do not go down the slide on your feet.
4. Do not climb UP the slide.

### **Principal's Newsletter**

The Principal's Newsletter will be e-mailed through eNews at least once a week. It highlights important happenings and upcoming events. Make sure that you have signed up for FRES eNews and check your email frequently.

### **P.T.S.A. (Parent Teacher Student Association)**

The Brighton PTSA is a valuable resource highly involved in our school. All family/families are urged to become members and to actively participate. Meetings are scheduled regularly throughout the school year. The membership drive is held during the PTSA calendar sales at the beginning of the school year.

### **Report Cards**

Report cards are issued three times a year. Please review your child's progress carefully and contact the school if you have questions regarding grades. Report cards will be available in Parent Portal.

## **Recess**

Recess is scheduled daily, but is generally held everyday for at least 20-30 minutes, and is based on behavior, work habits and work that needs to be accomplished.

## **School Pictures**

PTSA coordinates the picture sessions and class pictures. Individual student pictures will be taken in the fall and in the spring. Watch for notices and check our web calendar for exact dates.

## **School Song**

(To the tune of "You're a Grand Old Flag")

*You're a grand old school  
You're our own French Road School  
And we're proud to come here every day.*

*And the things we do, work and play too,  
Are helping us grow every way.*

*For the people here, we will all raise a CHEER!  
For the teachers and students too.*

*As new friends we meet,  
And old friends we greet,*

*At our very own French Road School            HEY!*

## **School Supplies**

You will receive a school supply list from your teacher when you receive your teacher placement email notification for the school year. All of our students use planners as a means of communication between home and school. All students will receive a planner the first day of school.

## **Special Education Services**

Eligibility for Special Education services requires classification under one of the 13 disability categories that are clearly delineated in the NYS Part 200 Regulations. The impairment, disability or condition must SIGNIFICANTLY adversely impact a students' educational performance. More information is available on the district website at [www.bcsd.org](http://www.bcsd.org). Family/families with questions about Special Education eligibility or services should call our school psychologist, Rachael Sando at 242-5140 ext. 2528 or Mrs. Deanna Spagnola at 242-5200 ext. 5530

## **FRES Star Qualities, Purple Hands Pledge and Stop, Walk, Talk**

All FRES community members should follow the Star Qualities of Respect, Responsibility, Self-Control, Integrity, and Kindness at all times. Keep FRES a bully-free environment by following the Star Qualities and by taking the Purple Hands Pledge:

*“I will not use my hands or my words for hurting myself or others.”*

Stop, Walk, Talk is an extension of the Star Qualities pledge which provides students a plan to proactively maintain a bully-free environment. The use of the Star Qualities and Stop, Walk, Talk are promoted throughout the school year.

Show the Star Qualities at **recess** by

- listening to all adults and following directions
- using indoor voices
- helping to put all equipment away neatly and in its place
- including others in your play
- taking turns on the equipment
- remaining in view of your teacher
- using all equipment appropriately

Show the Star Qualities in the **cafeteria** by

- listening to adults and following directions
- upon arrival, remaining seated and waiting for instructions
- remaining in your seats during the lunch time
- asking permission before leaving the cafeteria
- cleaning up after you eat
- getting quiet when hands go up
- saying please and thank you
- using indoor voices
- remembering that food is for eating

Show the Star Qualities on the **bus** by

- listening to adults and following directions
- keeping your hands, feet, and belongings to yourself
- leaving other students' belongings alone
- using respectful language
- remaining seated
- talking quietly

## **Student Records**

Student records are kept in the counseling office. If family/families want to review the records, they should call for an appointment with the counselor. Family/families withdrawing students during the



school year must contact the counseling office. The school will maintain records on all students (Reference Student Records). Information included in these records may not be released without written parental/guardian consent, except when a student transfers to another school.

### **Substitute Teachers**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training or a family emergency. Students are expected to continue with their regular routine, be courteous, and be helpful to our substitute teachers.

### **Support Services (General Education)**

Differentiated Instruction is the most important and most effective way to meet your child's unique learning needs. Every classroom teacher at French Road Elementary School is committed to the philosophy of designing all lessons with all children in mind. Whether your child needs challenge or review, the classroom teacher will competently differentiate their instruction to meet those individual needs. This is the front line of the French Road Continuum of Educational Support Services.

### **Suspensions**

Suspensions are given only by the principal or his/her designee as a last resort. A suspension signifies that the student's behavior has been so disruptive that the only reasonable way to deal with the situation is to remove the student from the school environment. Family/families must meet with the principal or his/her designee before a student can be reinstated to school. (See student code of conduct for more details.)

### **Tardiness**

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes lost instructional time. **Any student who arrives at school after 9:05 AM is considered tardy.** A pattern of tardiness will result in a family contact.

### **Telephone**

Telephones are available for student use for emergencies.

### **Textbooks**

Textbooks and workbooks are furnished by the school district for student use. Students will be responsible for replacing lost or damaged books.

### **Valuables**

**Students should leave all valuables at home.** The school cannot be responsible for these items. Common sense and consideration is the best guide in determining whether to bring personal possessions to school.

## **Visitors**

Due to COVID-19 precautions the district currently is allowing limited visitors in the buildings until further notice. Special accommodations will be made when needed.

When we are able to have visitors in the building again, all visitors and volunteers must sign in with their driver's license through the security guard in the main entrance, or in the main office.

## **Family Volunteers**

Due to COVID-19 precautions, the district currently is only having limited visitors or volunteers in the buildings for special circumstances until further notice. We look forward to the time when we can have families and volunteers in the building again!

## **Walking Students**

Students who walk to school should remain on sidewalks at all times, cross only at the designated crosswalk and come directly to school. Our school crossing guard provided by the Brighton Police Department will be stationed at the intersection of French Road and Edgewood at arrival (8:35-9:00 AM) and dismissal (3:20–3:40 PM). All students going to the east side of Edgewood must cross at the light and proceed north or south down Edgewood. Remember, it's always better to walk with a friend and never accept a ride with a stranger. All walkers must exit through the Main Entrance and sign out with a FRES staff member.

## **GUIDELINES FOR WALKERS**

Students should follow the following guidelines whenever they are walking. Please discuss these guidelines with your walker:

1. Cross streets only at corners or at designated crossing areas; look in both directions.
2. If there is no crossing guard at the designated crosswalk return to school and report the situation to a teacher or administrator.
3. Obey crossing guards.
4. Where sidewalks are available, walk only on the sidewalk.
5. Where sidewalks are not available walk as far to the side of the roadway as possible; walk on the left side of the roadway facing traffic; keep off the pavement as far to the side as possible.
6. Walk in single file when sidewalks are not available.
7. Wear light-colored clothing.
8. Always be alert to weather conditions.
9. Be alert.
10. Never talk to strangers
11. Walk with a buddy.

