

JV FORRESTAL ELEMENTARY SCHOOL

STUDENT HANDBOOK



"We Educate the mind, and Embrace the heart of Every student, in Every classroom, Every day"

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JV Forrestal Elementary School

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Beacon, NY 12508
Tel: (845) 838-6900, Ext. 5601 (Main Office)
Ext. 5602 (Attendance/Student Records)
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Ms. Asheena Baez, *Principal*

District Administration

Dr. Matthew Landahl

Superintendent of Schools

Mrs. Ann Marie Quartironi

Deputy Superintendent

Mrs. Cecilia Dansereau-Rumley

Assistant Superintendent for Instructional Services

Mr. Erick Wright

Executive Director of Curriculum and Instruction

Mrs. Dawn Condello

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Mr. John Giametta

Director of Physical Education, Health Services, Athletics & Recreation

Mr. Tim Facchin

Director of Technology

Mr. Anthony D'Amato

Director of Facilities & Operations

Ms. Karen Pagano

Director of Food Services

Mr. Ron Mackey

Director of Transportation

Board of Education Members

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<i>Anthony Tseng</i>	-	<i>Member</i>
<i>William Zopf</i>	-	<i>Member</i>

MISSION STATEMENT

*At J. V. Forrestal Elementary School Our Mission is to.....
Educate the Minds
Embrace the Hearts of
Every student in
Every classroom
Everyday*





Dr. Matthew Landahl
Superintendent of Schools

BEACON CITY SCHOOL DISTRICT
ELEMENTARY SCHOOLS
Forrestal, Glenham, Sargent, South Avenue



Mrs. Ann Marie Quartironi
Deputy Superintendent

Mrs. Cecilia Dansereau-Rumley
*Assistant Superintendent for
Instructional Services*

Mr. Erik Wright
*Executive Director
of Curriculum and Instruction*

Mrs. Dawn Condello
Director of Pupil Personnel Services

Mr. John Giametta
*Director of Physical Education,
Athletics, Health, and Recreation*

MESSAGE FROM THE PRINCIPAL

Dear JVF Family,

Welcome to J.V. Forrestal Elementary where we believe in the 5 E's. *We Educate the mind and Embrace the heart of Every student, in Every classroom, Everyday!*

The JVF Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Please be aware that the term "parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Both students and parents must be familiar with the Beacon City School District Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning.

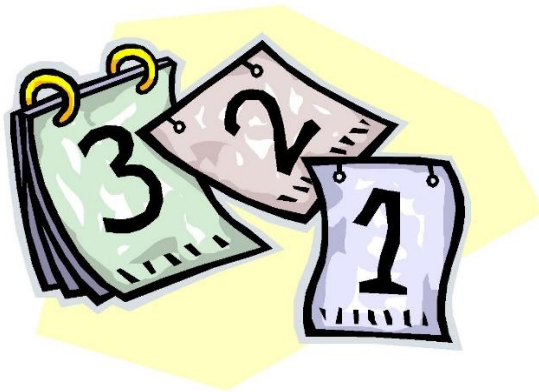
The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. We welcome your participation and support during the school year and solicit your membership in PTSO and volunteer (VIPS) program. Working together, we will be able to reach excellence more readily.

We are committed to preparing your child academically as well as socially and emotionally toward reaching his/her full potential. I am elated to continue on this journey in a spirit of collaboration as we forge ahead towards a bright future!

Sincerely,

Asheena Baez
JV Forrestal Principal



The Elementary School Schedule

At the elementary schools in Beacon, the students and staff follow a six-day schedule. An important goal of this endeavor is to maximize instructional time during the school day by reducing and minimizing interruptions in the classrooms. By looking at scheduling differently, we seek to provide longer blocks of uninterrupted time for language arts, math and additional core subjects. This plan minimizes instructional time lost due to holidays, school closings and or delays to classes scheduled on the same day (Special Area Subjects). Research shows students benefit from greater consistency and predictability with the school day.

What does a Six-Day Rotation Mean and How Will I Know What Day It Is?

A six-day rotation does not mean that there are now six days of school. Instead of defining the week as Monday through Friday, it takes six days labeled: day 1, 2, 3, 4, 5, 6 and uses them as a cycle throughout the school year. So, “Day 1” may fall on a Monday one week and it may be a Thursday on another week. The important piece is to know which day the cycle we are on versus the day of the week it is.

It is important to know the cycle because it affects the “specials” your child has (Art, Physical Education, Music, Library). For example, instead of Art being every Tuesday, it might be every “Day 5”. You will receive this information from your child’s teacher on the first day of school.

You will soon become familiar and comfortable with keeping track of the cycle, but this information can be found in a variety of places:

- ✓ At the entrance of the main lobby
- ✓ On the information boards
- ✓ On the district and school websites

School Schedule



Pre- K Program*

Morning Session 8:40 – 11:10
Afternoon Session 12:40 – 3:10

- * *1st week of School* – Pre-K- family visits scheduled – parents notified via letter
- * *2nd Week of School* – Regular schedule indicated above will be followed.

Kindergarten

Doors open for Breakfast at 8:30 a.m.
Homeroom begins at 8:40 a.m.
****Late pass is required after 9:00 a.m.***
Dismissal is at 3:10 p.m.

Grades 1 – 5

Doors open for Breakfast at 8:30 a.m.
Homeroom begins at 8:40 a.m.
****Late pass is required after 9:00 a.m.***
Dismissal is at approx. 3:20 p.m.

*Late passes are given by our school greeter and/or school secretaries

Please Note:

It is important that the arrival and dismissal times be adhered to as shown above. Please make the necessary arrangements to drop off and/or pick up your child in a prompt and courteous manner.

To ensure the safety and security of all students, please ***DO NOT*** drop off children prior to 8:30 a.m. or leave children unattended after 3:20 p.m. ***THERE IS NO SUPERVISION PROVIDED FOR CHILDREN WHO ARRIVE BEFORE THE SCHOOL DOORS OPEN OR WHO ARE NOT PICKED UP ON TIME AT DISMISSAL.***

Be sure to obey all traffic signs. **PLEASE DO NOT PARK IN THE BUS LOOP.** It is for **SCHOOL BUSES AND EMERGENCY VEHICLES ONLY.**

Attendance

Beacon City School District guidelines require that a child be 5 years of age on or before December 1st to be admitted for entrance to kindergarten.

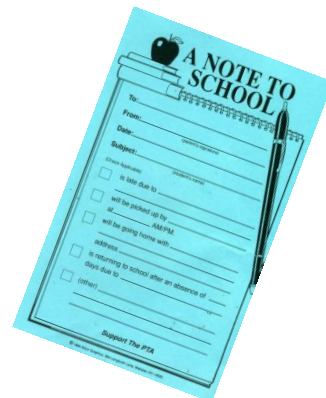
New York State Education Law requires that all children from ages 6 through 17 attend school regularly.

- ❖ Regular attendance at school is extremely important and critical for student success.
- ❖ Please note that each parent/guardian is legally responsible for seeing that your child reports to school in a timely manner, and is responsible for calling the school whenever an absence occurs.
- ❖ If your child is absent, please call the **Attendance Office at 845-838-6900 (Ext. 5602)** on the morning of your child's absence.
- ❖ A written excuse is required for each day of absence from school. The note should state the child's name, date(s) of absence, and the specific reason for the absence.
- ❖ If your child will be absent for an extended period of time, the school should be notified in advance or as soon as possible so that assignments can be provided.

Unless you call the school to report your child's absence, you will receive a phone call from the Attendance Office each day your child is absent to confirm the reason they are not in school.

A legal absence from school may be one of the following reasons:

- ❖ Illness of your child
- ❖ Emergency Family Illness
- ❖ Religious observation
- ❖ Required Court appearance
- ❖ Death in the Family
- ❖ Impassable roads due to severe weather
- ❖ Quarantine
- ❖ Emergency medical/dental appointments*



**** Whenever possible, please make medical or dental appointments after school, as lessons missed during classroom time are difficult to make up.***

Early Dismissal

If a student is to be dismissed early, a written request to the school is required. A parent/guardian must report to the Attendance Office to sign out and pick up their child. ***ALL VISITORS ARE REQUIRED TO SHOW VALID IDENTIFICATION*** No one is to go directly to the classroom, as this would be disruptive to the learning environment.

1. Children will be called from their classroom upon your arrival at school. Students must be signed out at the Attendance Office before they are called out from their classroom.
2. Your child **CANNOT** be released to anyone under the age of 18.
3. Early releases between 3:00 p.m. and dismissal (3:20 p.m.) are prohibited. This is a critical time in the school day, and it constantly delays dismissal when parents/guardians are picking up between these times.



MESSAGES FOR STUDENTS

Any changes in your child's daily routine should be discussed with your child **BEFORE** they leave for school in the morning. A written note regarding any change in daily routine should be sent to school with your child advising the classroom teacher and the administrative staff of the change.

The School Office is not always able to relay personal messages for individual students during the school day.

Medical Information

Health Services



The school nurse will see children who show symptoms of illness or who are injured during the school day. Parents will be notified if it is determined that the child should not remain in school.

By New York State law, the school is responsible for first aid care only. If additional medical care is required, parents will be notified.

Accidents that occur at home or away from school property are not cared for by the school nurse.

When to keep your child home from School:

- ❖ If their temperature is 99.6° or more. If your child attends school with a temperature of 99.6° or more, they will be sent home.
- ❖ If they are experiencing any gastrointestinal problems such as diarrhea or vomiting.
- ❖ If your child exhibits any inflammation of the eye, unless documentation of allergies is noted in their health record.

Your child should be free of any of the above symptoms for 24 hours before they return to school.

School Physicals

Annual School Physical examinations are required for all students entering kindergarten, second and fourth grade, and for any new students entering from outside the school district. We urge you to take your child to your family physician before entering school. If you would like to have your child examined by the district physician, you must submit your request in writing and direct it to the school nurse.

Health Screenings

In an effort to identify health needs, the following screenings are given by the school nurse:

1. Vision Tests
2. Hearing Tests
3. Measurement of height and weight
4. Scoliosis



Immunizations

New York State Education Law requires that each school should maintain a record with the dates of the following immunizations:

- ❖ *Diphtheria/tetanus* - 3 doses administered as DPT, DT, Dtap or Td
- ❖ *Polio* - 3 doses of OPV or TOPV or 3 doses of IPV *Measles* - (2 doses, the first administered after 12 months of age, and the 2nd after 15 months of age for children born on or after 1/1/85 only.) All other children only one dose.
- ❖ *Mumps* - 1 dose administered after 12 months of age
- ❖ *Rubella* (German Measles) - 1 dose administered after 12 months of age
- ❖ *Hepatitis B* - (3 doses for K-12 students born on or after 1/1/93).
- ❖ *Varicella (Chicken Pox)* - (1 dose administered after 12 month of age) for all students born on or after 11/98 and entering Kindergarten on or after 9/03. 1 Dose for students born on or after 1/1/94 and entering 6th grade on or after 1/1/2005.
- ❖ *Dtap* - Booster will be required upon entering 6th grade for students turning 11 years of age.

Confirmation in writing of the above immunizations must be presented to the school. Students without written documentation of these immunizations will not be allowed to enter school.

Medications



New York State Education Law states the following:

Children may not bring medication of any kind to school, including over-the-counter medications. Children may have medication administered in school only under the following conditions:

- ❖ **The medication must be accompanied by a written order signed by a physician, with the following information: name of the student, name of the medication, reason for administering, dosage, time and number of days.**
- ❖ **Medication must be in the original container, have a professional label, and be delivered to the school nurse in an original, unopened container or box.**
- ❖ **The parent must also submit a written request to the school nurse to administer the medication.**

Any changes in dosage must be accomplished through a written request by physician and parent.

New prescriptions are required at the beginning of each school year.

*At the end of the school year, it is the responsibility of the parent/guardian to pick up all student medications from the nurse's office.



Technology

Technology has become paramount in communication. There are some guidelines that staff members adhere to as it relates to technology:

Facebook has become an extremely popular form of communication. It is suggested that current/former students and parents/guardians do not “friend” staff members of the Beacon City School district.

Email is often one of the best ways for educators to communicate with parents/guardians. There is also access to the district web site as well.

Student Records

All Student Records are maintained by the Attendance Office, including contact information and academic records.

It is extremely important that you notify the school in writing of any change in your child’s contact information as soon as possible. The district’s automated telephone notification system will contact you directly based on the information that is in your child’s record.

All requests for academic records should be directed to the Attendance Office.

Safety and Security

Visitors to School

In order to insure that the building is secure and that classrooms are free of disruptions, *all visitors to JV Forrestal Elementary School are required to report to the Main Office and obtain a "Visitors Badge".* The Visitor's Badge must be worn in a visible place during the entire time you are visiting our building.

ALL VISTORS ARE REQUIRED TO SHOW VALID IDENTIFICATION



Automobile Traffic

1. Cars may ***NOT*** enter the driveway in front of the building. **THIS DRIVEWAY IS FOR BUSES AND EMERGENCY VEHICLES ONLY.**
2. The parking lots on the side of the building and in the rear of the building are reserved for faculty and staff.
3. Parking for parents and visitors is on the street near the school.

To prevent traffic congestion, please park just long enough to pick up or drop off your child.

Bicycles

- ❖ Bicycles may not be ridden on school property during school hours. Bicycles must be "walked" once on school property.
- ❖ Bicycles are to be locked immediately upon arrival at school.
- ❖ New York State Law requires children aged 14 and under to wear a bicycle safety helmet



Walkers

Children and adults must stay on the sidewalk at all times.



Student Valuables

The school is not responsible for student property which is lost or stolen. If your child wears glasses, a watch, or “good” jewelry to school, it is their responsibility to keep track of them at all times. Students are cautioned not to bring large amounts of money to school. If they must, this fact should be brought to the immediate attention of the classroom teacher upon your child’s arrival in school.

Students are ***NOT*** to bring cell phones, electronic games or toys, I-Pods, I-Pads, trading cards, beepers, or any electronic devices to school. Any student who brings these items to school will have them taken away. A parent/guardian will be required to pick up the item.

Lost & Found

Lost & Found bins are maintained near the entrance to the cafeteria. Items are placed there as they are found during the day. Coats, jackets, mittens, and lunch boxes are collected there. Any glasses or jewelry found is held in the Main Office. If your child is missing an item, please remind them to check these bins often for missing articles.

Note: *For health reasons, items placed in the Lost and Found bins are discarded periodically. Any Lost & Found items not collected at the end of the school year will be discarded.*



Emergency Closings and Delays

School Delay or Closing

In the event of severe weather or mechanical breakdown, starting time may be delayed or school may be closed. The same conditions may also necessitate an early dismissal. The district's automated telephone notification system will contact you directly with this information. For this reason, ***it is important that you notify the school of any change in your contact information.*** This information will also be available on the district website.

The District-Wide **Automated Phone Notification system** will call the primary number you have designated the district to call regarding closings, delays, or early releases. Please check your phone regularly for information.

In addition, it is a good idea to listen to the local radio or TV stations each morning. Please check the following:

- ❖ School District Website: www.beaconcityk12.org
- ❖ Local TV stations: *Channel 22* (for Cablevision customers)
- ❖ Local radio stations: AM stations:
 - 1200 WGNV
 - 1260 WBNR
 - 1390 WEOK
 - 1450 WKIPFM stations:
 - 97.7 WCZX
 - 100.7 WHUD
 - 101.5 WPDH
 - 104.7 WSPK



Delayed Openings/Early Releases

The school must have your current information so that you may be contacted regarding delayed openings, closings, or early dismissals.

- ❖ **2-Hour Delay.** When a “2-Hour Delay” occurs, school doors will open at 10:30 a.m. Students will be considered late at 10:45 a.m. Breakfast will ***not*** be served on these days.
- ❖ **Early Release/Dismissal.** It is the responsibility of each parent/guardian to ensure that there is a plan in place for their child to know what to do in the event of any early release/dismissal.

Please be sure that the school is aware of any unique bus/pick-up instructions if your normal day care provider is not available.

Dress Code

Children should wear comfortable clothes for moving about and getting involved in activities such as physical education and painting.

Sneakers are required for gym.



Warm Weather Note

Children should dress appropriately at all times. In order for shorts and skirts to be acceptable, they should reach the child's fingertips as they put their arms to their sides. Tops should not reveal undergarments or body parts (midriff shirts are not appropriate for school). Flip-flops and shoes with high heels are **NOT permitted** at school, as they present a safety hazard. Sandals are only acceptable if they do not have heels on them, and they must have a back strap.

Cold Weather Note

Children will go outside for recess as long as the weather permits, even in the winter, as long as the ("feels like") temperature is above 32°. Dressing in layers as the weather gets colder is a good idea.



Parent Teacher Communication



Report Cards

Report cards will be sent home quarterly. Please review your child's report card carefully. Teachers will share information about the skills and concepts your child is learning. They will also list ways to support your child if they are having difficulty. If there are concerns about a student's progress, parents will be notified five weeks before reports cards are sent home.

Please refer to the schedule as listed in the school calendar for the distribution of report cards and five-week progress reports.

A parent-teacher conference is required following the *first* 10-week marking period at which your child's report card will be discussed and given to you.

If further explanation is desired, a conference may be arranged by contacting your child's teacher.

If you wish to communicate with your child's teacher, please send a note in with your child requesting the teacher to contact you. Please include your child's name, a brief description of your concern, and include your contact information.

All meetings with your child's teacher must be set up by appointment and should be made at least 24 hours in advance.

What To Do If You Have a Problem

- Step 1** – First contact your child's teacher to review the situation and to explain your concern. (*Note: Your child's teacher is always the first step in successfully resolving a problem.*)
- Step 2** – Contact the School Psychologist, Social Worker or Nurse to intervene as needed.
- Step 3** – Contact the Principal after involving all other available school resources.
- Step 4** – Contact the Superintendent only after involving the Principal and all other available school staff.

Lunchtime

The School District Lunch Manager will publish a cafeteria menu with prices and food choices for breakfast and lunch at the beginning of the school year. Each month, your child will be given a menu to take home. Please review this menu with your child.

Students may bring their lunch from home, or they may purchase lunch from the cafeteria. Meal tickets are available and may be purchased by sending in payment to the “Beacon School Lunch Program”.

***Beginning July 1, 2012 federal regulations require schools to offer a wider variety of nutritious foods such as whole grains, fruits and vegetables and to meet stricter limits on saturated fat and portion sizes. The new meal pattern mandates are part of a strategy to create a healthier school environment which will promote a healthy lifestyle that will help children succeed in the classroom.**

Food Prices:	Breakfast	-	\$1.50
	Lunch	-	\$2.70
	Milk/Juice	-	\$.60

*prices subject to change

Free and Reduced Price lunches are available for those who qualify. Applications are sent home at the beginning of the school year. They are also available in the Main Office and can be submitted at any time during the school year.

If an emergency occurs and your child has to charge a lunch, it is expected that you will remit payment within 24 hours. Parents will be notified by the school lunch manager when excessive charges have occurred.

Students are expected to use the lunch period to eat, socialize in an orderly manner, and relax from the daily class schedule. In order to keep the cafeteria a clean, safe, attractive, and pleasant place to eat, the **following rules must be observed:**

1. Respect all cafeteria staff, aides and adults.
2. Use good manners (say “Please” and “Thank You”).
3. Keep cafeteria lines orderly.
4. Walk at all times, and keep your hands to yourself.
5. Keep all milk cartons, food and waste paper on the tray.
6. Empty all debris and trays into the waste containers.
7. Keep tables, seats, and floor clean.
8. Report any spilled goods or liquids to an adult.
9. All foods must be eaten at the tables within the cafeteria.
10. No food or beverage (sealed or unsealed) may be taken out of the cafeteria.

Transportation

Bus transportation is provided to all students who reside more than 1.5 miles from JV Forrestal Elementary Avenue School.

All bus routes have been organized to operate with the most efficiency and maximum safety in mind. *Therefore, it is imperative that children not transfer from their regular bus to another.*



BUS CONDUCT

1. The driver is in complete charge and must be obeyed.
2. Any action that might disrupt the driver is strictly forbidden.
3. Students must remain seated while the bus is in motion. After entering, and until leaving the bus, students will keep heads, hands and arms inside the bus at all times.
4. Littering on the bus or throwing anything from the bus is prohibited.
5. Books, backpacks, packages, coats or any other items must be kept out of the aisle.
6. Students will be courteous to the driver, to other bus riders, chaperones, and to all other persons.
7. Eating is not permitted on the bus.
8. Yelling, cursing, obscene language, scuffling, and/or fighting are forbidden on the bus.
9. Students will not tamper with the bus or any of its equipment.
10. Any damage done to the bus or bus equipment will be paid for by the offender.
11. In case of an emergency, students must follow the directions of the bus driver.

Leaving the Bus

1. Students departing the bus must remain seated until the bus comes to a complete stop.
2. Students crossing the road will cross at least 10 feet in front of the bus, only after the driver has signaled that it is safe to do so.
3. The driver shall discharge students only at the student's designated school bus stop, unless the student has proper authorization from an authorized school official for a change in drop-off location.



Transportation Changes

Questions, changes, or concerns about the transportation of your child on the district buses should be directed to the *Supervisor of Transportation at 838-6900, Ext. 2701.*

Bus safety is a cooperative program. Both the school and the home can work together by periodically reminding children of good safety procedures and habits.



School Happenings

Meet the Teacher Night

'Meet the Teacher Night' is an opportunity for you, the parents, to come to your child's classroom and meet the teacher in an informal atmosphere. Your child's teacher will take this opportunity to talk about a typical day. Individual parent/teacher conferences are scheduled at this time. This program gives the parents an opportunity to see their child's school environment and meet parents of children in your child's class.

Spirit of Beacon Day

The Spirit of Beacon Day is an annual community event in which JV Forrestal Elementary School participates. Students, teachers, and parents show our school spirit by marching in the parade and having a booth on Main Street to raise money for PTSO activities. Please join us, and wear your JV Forrestal Elementary School t-shirt to show the community how proud we are to be associated with JV Forrestal Elementary School. For more information, please e-mail "jvfptso@gmail.com"

Parent Conferences

Parent conferences are scheduled prior to the first report card. This allows parents and teachers to talk individually about their child and answer any questions or concerns you may have since the school year started. This is a great opportunity to better understand what your child's teacher expects and how to attain these goals. Parent conferences may be scheduled at any time by calling the school and requesting an appointment.

PTSO Fundraisers

During the school year, the PTSO conducts several fundraisers. These fundraisers enable the PTSO to sponsor educational programs at the school. In addition, each teacher (who is a PTSO member) is invited to apply for a "PTSO Mini-Grant" to request funds for programs or materials they feel would be most appropriate for their class. The success of the PTSO fundraisers depends upon your support.

Book Fair

The PTSO will offer the Scholastic Book Fair for a week in the Spring which coincides with the school "Open House". The Book Fair is an opportunity to bring reasonably-priced books into your home. All books available are appropriate for children to read and are offered at many grade levels. Books may also be purchased and donated to our own school library at these times. The PTSO needs volunteers to help the children shop. Please e-mail "jvfptso@gmail.com" if you are able to assist.

Open House

Each Spring, we invite you to come and visit your child's classroom. You will be able to see your child's educational environment, review their progress, and appreciate their projects on display.

JV Forrestal Elementary School Spirit Items

The PTSO sells various Spirit Wear items, including t-shirts and sweatshirts for children and adults as a fundraiser. Consider purchasing one of these items to show your school spirit. Order forms will come home in the Fall. You can e-mail the PTSO at "jvfptso@gmail.com" for more information.

JV Forrestal Elementary Garden

"Empowering children to be informed ecological citizens through year round garden education focused on healthy eating, food literacy, environmental stewardship and academic success."

<http://hudsonvalleyseed.org/>



Calico Ball

This is a district-wide, 3rd grade event performed at Beacon High School. This project exposes the children to an understanding of culture that might be unfamiliar to them, including history, art, food, traditions, songs, and dance.

Moving Up Ceremonies

At the end of the school year, JV Forrestal Elementary 5th grade students participate in a Moving Up Ceremony to recognize their achievements and to wish them well on their academic career as they enter Rombout Middle School.

JV Forrestal Elementary School Scholarship

The JV Forrestal Elementary School PTSO sponsors two scholarships to former JV Forrestal students graduating from Beacon High School. Applications become available from the High School Guidance Office in the Spring.

Parent Teacher Associations were established in 1897, and are the largest volunteer child advocacy association in the United States. The focus of the JV Forrestal PTSO is to ensure the safety and welfare of our children, and improve the quality of the lives and academic achievements of our students by building a strong link between home and school. Studies have shown that active parent and teacher participation results in an increase in children's achievements.

JV Forrestal PTSO organizes events and provides programs that enrich the lives of our children. The availability of money to sponsor these programs depends on the support of parents and teachers in our school. Each year, we have to raise all the money that we use for the school's programs.

Become a Member of the P.T.S.O. !

You can become a PTSO member by paying your annual dues of \$10. PTSO members get free access into our "Family Fun Nights" for the entire year (usually \$5 for each event.) The money that is collected from membership dues is used to sponsor special programs at JV Forrestal and entitles you to vote on PTSO matters such as budget, expenditures, and elections. All teachers, staff, parents, grandparents and guardians of JV Forrestal students are encouraged to join the PTSO, pay their membership dues, and participate in our monthly meetings and events throughout the year. We always welcome help and ideas from our school community!

Make a difference in your child's education experience!

Become a member of the JV Forrestal Elementary PTSO

Please take a minute to fill out the questionnaire on the next page so that you may help us better serve the students, parents, and faculty at the school.

Please return the completed questionnaire to school with your \$10 check made payable to the "JV Forrestal Elementary PTSO", and remember that your \$10 membership dues go directly towards paying for programs and events at the school.

JV FORRESTAL ELEMENTARY PTSO QUESTIONNAIRE

Please complete the following form and return to your child's teacher.

Please check ALL that apply:

- I can help at PTSO events
The best times for me to help are:
 - events during school hours
 - events after school dismissal time
 - events after 5:00 PM
- I can help and/or chair a committee
I am most interested in:
 - Hospitality Family Fun Nights Holiday Shoppe
 - Spirit Wear Teacher Appreciation Book Fairs

How can you help with PTSO events? Please check all that apply:

- baking cooking gardening
- typing copying leading arts/crafts stations
- face painting
- helping students shop at school during the Book Fair and/or Holiday Shoppe

What programs/events would you like to see for the students at JV Forrestal?

Contact Information:

Name: _____

E-mail address: _____ Phone #: (____) ____-____

- Enclosed is my \$10 PTSO membership dues.
 - I would like to I get more involved and volunteer my time for the PTSO.*
 - I am unable to volunteer for the PTSO at this time.*

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

Student Name: _____ Teacher: _____

BEACON CITY SCHOOL DISTRICT

ELEMENTARY SCHOOL CODE OF CONDUCT SUMMARY

For the official Beacon City School District Code of Conduct Policy, please see Policy 5300 posted on district's website or contact your school.

Introduction. 5300.05

Our district's Board of Education is committed to providing the highest quality education in a safe and orderly environment. Our expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity. The purpose of the Code of Conduct is to define and explain acceptable school conduct and behavior and outline possible consequences for unacceptable and choices. It is important for you to know that our Board of Education takes your safety and education seriously and will see that your school experiences are always safe, and that when discipline is necessary, it administered promptly and fairly.

Definitions 5300.10

"Disruptive student" means a student who disrupts or interferes with the classroom and/or school processes.

"Gender" means actual or perceived sex and shall include a person's gender identity or expression. "Gender expression" is how a person represents his or her mannerisms. "Gender identity" is one's self-conception or how one sees themselves regardless of birth and origin.

"Parent" means parent, guardian or person in parental relation to a student.

"School property" means in or within any school, playground and/or bus.

"School Bus" means every motor vehicle owned by the school that you will ride to and from school or a "School sponsored event or activity" or "school function" regardless of its location, and this include after school events.

"Disability" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law §11[4] and Executive Law §292[21]).

The district has a long definition for "Harassment" and "bullying" and violations are subject to Education Law §11[7]. For our purposes "bullying" is when someone, on purpose, says or does or repeatedly says or does mean or hurtful things to another person who may have a hard time defending himself or herself.

Student Rights and Responsibilities 5300.15

A. Student Rights

The district is committed to safeguarding the rights given to all students under federal and state law and district policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all district students have the right to take part in all school activities regardless of where you come from, your religion, what you look like or your gender. You also have a right to discuss your point of view when you may make a mistake before the school administers discipline. The school has to give you access to its rules and regulations and explain to you why and how a decision is made.

B. Student Responsibilities

All district students have the responsibility to contribute to a safe school, to know and abide by school rules and district policies, attend school every day and to be on time. You are to work to the best of your capabilities and ask questions when you do not know or understand something; seek help. You are to dress appropriately and conduct yourself according to school rules and district policies while at school and at school-sponsored events.

Essential Partners 5300.20

The Board of Education and district recognize that parents, guardians, school personnel, teachers, guidance counselors, principals and administrators are essential partners. Your education is the joint responsibility all of these people in your life. It is the parent and guardian's responsibility to get you to school on time and that you attend every day and that you are safe, dressed appropriately and to help you understand school rules and district policies. It is the responsibility of school personnel and teachers to maintain a school climate of mutual respect, dignity for all students and to report and address any situation where your safety is in question confidentially. Teachers are also responsible for planning and providing quality instruction, assignments and grades. Guidance Counselors help students cope with the pressures of school and with your friends. Principals and administrators promote a safe and stimulating school environment and ensure that all of these essential partners practice effective communication and adhere to school rules and district policies.

5300.25 STUDENT DRESS CODE

All students are expected to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments including but not limited to: tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, bandanas, or other headdresses in the school.
6. Not include items that are vulgar, obscene, contain derogatory(demeaning) expressions or comments towards others based on actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability.

7. Not promote and/or endorse the use of alcohol, tobacco, weapons or illegal drugs and/or encourage other illegal or violent activities.
8. Short length should fall between the bottom of the student's fingertips and where the fingers meet the palm.
9. Dress and skirt length should fall below the bottom of the student's fingertips.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so may be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code may be subject to further discipline, up to and including out of school suspension.

5300.30 PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school buildings and equipment.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- A. Engage in conduct that is disorderly. Examples of disorderly conduct include, but are not limited to:
 1. Running in hallways.
 2. Making unreasonable noise.
 3. Using language or gestures that are profane, sexual, vulgar or abusive.
 4. Obstructing vehicular or pedestrian traffic.
 5. Engaging in any willful act which disrupts the normal operation of the school community.
 6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
 7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use or social use policy. This includes using any form of social media to bully or harass another individual.
 8. Unintentional damage to personal or school property as a result of disorderly conduct
- B. Engage in conduct that is insubordinate. Examples of insubordinate conduct include, but are not limited to:
 1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 2. Lateness for, missing or leaving school without permission.
 3. Arriving late or failing to report for detention.
 4. Violating the Code of Conduct.

- C. Engage in conduct that is disruptive. Examples of disruptive conduct include, but are not limited to:
1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel.
 2. Inappropriate public contact with others.
 3. Unauthorized display or use of personal electronic devices, such as, but not limited to, cell phones, I-pods, electronic watches, or digital cameras. This would include video and/or audio recording without the individual(s) knowledge as well as photographing, electronically transmitting, and/or displaying, copying and/or sharing of any of the aforementioned.
 4. Off-campus misconduct constituting a crime.
- D. Engage in conduct that is violent. Examples of violent conduct include, but are not limited to:
1. Committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon a teacher, administrator or other school employee or attempting to do so.
 2. Committing an act of violence (such as hitting, kicking, punching, pushing and scratching) upon another student or any other person lawfully on school property or attempting to do so.
 3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function
 4. Displaying what appears to be a weapon.
 5. Verbally or non-verbally threatening to use any weapon.
 6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including but not limited to graffiti or arson.
 7. Intentionally damaging or destroying school district property.
 8. Off campus altercations with a connection to or effect on the school community that interferes with or substantially disrupts the educational process in the school or at a school function.
- E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others. Examples of such conduct include, but are not limited to:
1. Dangerous or reckless behavior.
 2. Stealing or attempting to steal.
 3. Defamation, which includes making false statements about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 4. Discrimination, harassment, bullying, threats or intimidation, hazing,
 5. Using vulgar or abusive language, cursing or swearing.
 6. Selling, using, distributing or possessing inappropriate material or drug paraphernalia.
 7. Using vulgar or abusive language, cursing or swearing.
 8. Smoking or possessing a cigarette, cigar, pipe, electronic cigarette, or using chewing or smokeless tobacco.
 9. Possessing, consuming, selling, offering, or distributing alcoholic beverages or illegal substances, or being under the influence of either.
 10. Inappropriately using or sharing prescription and over-the-counter drugs.
 11. Gambling.
 12. Indecent exposure.
 13. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

- F. Engage in misconduct while on a school bus.
- G. Engage in any form of academic misconduct. Examples of academic misconduct include, but are not limited to plagiarism, cheating, copying, altering records, or assisting another student in any of these actions.
- H. Engage in off-campus misconduct that has the potential to disrupt the educational process in the school or at a school function. Examples of such misconduct include, but are not limited to:
 - 1. Cyber bullying
 - 2. Threatening or harassing students or school personnel
 - 3. Off campus misconduct constituting a crime.

5300.35 REPORTING VIOLATIONS

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal’s designee or the Superintendent of Schools.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

5300.40 DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS I

Disciplinary action, when necessary, will be firm, fair and consistent regardless of actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability so as to be most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- 1. The student’s age.
- 2. The nature of the offense and the circumstances which led to the offense.
- 3. The student’s prior disciplinary record. As a general rule, discipline will be progressive.
- 4. Information from parents, teachers and/or others, as appropriate.
- 5. The nature and scope of a student’s known or suspected disability.
- 6. Other extenuating circumstances.

A. Penalties

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

- 1. Oral or written warning
- 2. Oral or written notification to parent
- 3. Detention
- 4. Suspension from transportation
- 5. Suspension from athletic participation
- 6. Suspension from social or extracurricular activities

7. Suspension of other privileges
8. Removal from classroom by teacher
9. In-school suspension
10. Short-term (five days or less) suspension from school
11. Long-term (more than five days) suspension from school
12. Permanent suspension from school

B. Procedures

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

Students who are to be given penalties other than an oral warning, written warning or written notification to their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below.

1. Detention

Students may be assigned before/after school detention or lunch/recess detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate.

2. Suspension from transportation

In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the district will make appropriate arrangements to provide for the student's education.

3. Suspension from athletic participation, extra-curricular activities and other privileges

4. Teacher Disciplinary Removal of Disruptive Students

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

5. In-school Suspension

6. Suspension from School

a. Short term (five days or less) Suspension from School

b. Long term (more than five days) Suspension from School

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

c. Permanent suspension

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

C. Referrals

1. Counseling

The Guidance Office, School Psychologist, School Social Worker or Principal shall handle all referrals of students to counseling.

2. PINS Petitions

The district may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:

- a. Being habitually truant and not attending school
- b. Engaging in an ongoing or continual course of conduct which makes the student unmanageable, or habitually disobedient and beyond the lawful control of the school.
- c. Knowingly and unlawfully possesses marijuana

Alternative Instruction 5300.45

Students will be offered the opportunity to attend alternative means of instruction during out of school suspension.

Discipline of Students with Disabilities 5300.50

Please refer to the Procedural Safeguards notice posted at <http://www.beaconcityk12.org/> for complete details and timelines of the due process rights for students with known or suspected disabilities under the NYS 201 Regulations of the Commissioner of Education.

Students with a 504 accommodation plan have due process rights similar to students with disabilities. Additional information, details and timelines are available at <http://www.beaconcityk12.org/>

Students with disabilities and their families have protected educational and procedural rights regarding discipline issues. These same rights are entitled to students who may be suspected as having a disability or an impairment. The impact of the disability, impairment, or suspected disability must be considered before the discipline consequence is set.

The Principal, Superintendent, or Board of Education may place a student with a known or suspected disability into another setting for up to 5 consecutive days.

The Superintendent has the authority to accept a decision to suspend a student with a known or suspected disability for more than 5 days if the district has ensured that the IEP was reasonably developed and implemented to support the student's disability needs.

The student's IEP must be reviewed and revised as needed in order to put evaluations, supports, strategies or services in place to address the student's behavioral needs. This may include changing a student's placement if necessary.

In cases of weapons, illegal drugs, and/or severe bodily injury, the Superintendent or Hearing Officer can order a 45 day suspension; regardless of disability or IEP supports.

For a full copy of the Procedures for the Suspension or Removal of Students with Disabilities by School Personnel please visit the district's website or contact your school.

Corporal Punishment 5300.55

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school district functions

Student Searches and Interrogations 5300.60

School officials are not required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned. An authorized school official may search a student or the student's belongings based upon information received from a reliable informant.

Students have no reasonable expectation of privacy with respect to student desks and other school storage places. School officials retain complete control over these places. This means that desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

5300.65 VISITORS TO THE SCHOOLS

1. All visitors to the school must enter through the main entry and report to the sign in area upon arrival at the school. Visitors will be required to present a valid NYS photo identification and sign the visitor's log. A visitor's identification badge will be issued and must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the Principal's office, security desk or greeter before leaving the building.
2. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.

5300.70 PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school or district events or activities. For purposes of this section of the code, "public" shall mean all persons

when on school property or attending a school or district sponsored event or activity including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly dressed for the purpose they are on school property.

5300.80 DIGNITY FOR ALL STUDENTS ACT (DASA)

The Board of Education recognizes that a learning environment that is safe and supportive can increase student attendance and improve academic achievement. A student’s ability to learn and achieve high academic standards, and a school’s ability to educate students, is **affected** by incidents of discrimination or harassment, including but not limited to bullying (including cyberbullying), taunting, hazing and intimidation. The district will, therefore, strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the district’s educational mission.

The district **will not tolerate any form** of discrimination or harassment of students (regardless of actual or perceived race, weight, color, national origin, ethnic group, religion, religious practice, gender identity or sexual orientation, sex or disability) by school employees or students on school property or at school-sponsored events and activities that take place on or off of school property. In addition, any act of discrimination or harassment outside of school-sponsored events which disrupts the educational process may be subject to discipline.

To that end, the administrators, faculty, staff and students will participate in activities designed to support a school climate of care and respect, and proactively prevent discrimination, harassment, and bullying, including cyberbullying.

All students have the responsibility to treat each other with care and respect. No student shall be treated differently or unfairly because of actual and/or perceived differences. This includes saying hurtful words and/or doing hurtful things either in person, on a computer or other electronic device, or in any other way. Students who feel uncomfortable and/or unsafe because of the words or actions of others should immediately speak with a teacher, administrator, coach, or other adult.

Dignity for All Students – Definitions	
Race	White, Black or African American, Hispanic/ Latino /Latina, American Indian or Alaskan Native, Asian, Native Hawaiian or Other Pacific Islander; Two or more races.
Color	Color of a person’s skin.
Weight	The size of a person.
National Origin	Where a person or his/her relatives were born.
Ethnic Group	Being a part of a group of people who are connected by a shared language, culture, and/or common religion.
Religion	Religious or spiritual belief.
Religious Practice	The expression of a person’s religious belief, customs, traditions, etc.
Disability	A person’s body or mind that does not look or work the same as others.
Sex	Being a boy or girl.
Sexual Orientation	A person liking a boy or girl.
Gender: Gender Expression Gender Identity	Actual or perceived sex, including: How a person or expresses being a boy or girl to others, such as behavior, clothing, hairstyle, voice, mannerisms. How a person thinks of oneself as being a boy or girl.

TELEPHONE DIRECTORY

JV FORRESTAL ELEMENTARY SCHOOL 845-838-6900

Main Office/Principal	-	5601
Attendance Office	-	5602
Kitchen/Cafeteria	-	5606
Nurse	-	5310
School Psychologist (Allison Bieback)	-	5608
Social Worker (Kirsten Carillo)	-	5607

DISTRICT ADMINISTRATION 845-838-6900

Board of Education Office	-	2001
Food Services	-	2012
Maintenance & Technology	-	2016
Special Education		
• Pre-School	-	2015
• Elementary	-	2007
• Middle/High School	-	2020
• Outside Placement/Medicare	-	2030
• Transportation	-	2701