

# GLENHAM ELEMENTARY SCHOOL



*STUDENT HANDBOOK*  
*2024-2025*

**Glenham Elementary School**

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# ***SCHOOL SCHEDULE***

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## **Grades Kindergarten through Fifth**

Doors open at 8:40 am

Homeroom begins at 9:00 am

Dismissal at 3:00 pm for PreK through 2nd Grades

Dismissal at 3:10pm for 3rd through 5th Grades

## **4 DAY ROTATIONAL SCHEDULE**

### ***What does a Four-Day Rotation Mean and How Will I Know What Day It Is?***

Instead of defining the week as Monday through Friday, days are given a number label (Day 1, 2, 3, and 4) which is used as a cycle throughout the school year. So, if “Day 1” starts the week on a Monday, Tuesday would be a “Day 2”, Wednesday would be a “Day 3” and so on until the cycle repeats. Please know that if school is not in session a numerical is never skipped.

It is important to know the cycle because it affects the specials (Art, Physical Education, Music) that your child has.

- You will receive this information about special area class schedules from your child’s teacher during the first week of school.
- The numerical days are labeled on the Glenham Elementary school calendar at <https://www.beaconk12.org/Page/14#calendar10/20230922/month>

## EARLY DISMISSAL AND CHANGING YOUR CHILD'S NORMAL DISMISSAL ROUTINE

1. If a student is to be **dismissed early or changed from a bus student to a parent pick up** a **written request** to the school is required. Please send a note to your child's teacher if there is to be a change to your child's dismissal routine—that is the best way to ensure the change occurs smoothly. **In the event that a change needs to be made, please make every attempt to call the main office by 12pm that day.**
2. Please be advised that whenever a child is picked up, **all adults will be asked to show proper identification.** Any adult who is authorized to pick up your child should be at least 18 years of age and properly listed on the student pick up form.
3. **Students without a note from home stating that they are being picked up will be placed on their normal bus home.**
4. Whenever possible, medical and/or other appointments should be scheduled after school as time in the classroom is essential to the learning process.
5. **CHANGES TO YOUR CHILD'S BUS ROUTE:** must be reviewed and approved by the transportation department first. ***Children are not allowed to change bus routes for play dates.***

Contact the **Transportation Department at (845) 838-6900 x 2701** for more information or assistance with questions.



## ATTENDANCE AND ABSENCES

**New York State Education Law requires that all children from ages 6 – 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 his/her child reports to school in a timely manner and is responsible for calling the school whenever an absence does occur.
- ☐ If your child is absent, please call the school the morning of the absence (838-6900 x-5004).
- ☐ A written excuse is required for every absence from school. The note should state the child's name, date of absence, and the specific reason for the absence. If a student is out more than five (5) days, he/she must hand in a doctor's note
- ☐ If the child will be absent for an extended period of time, the school should be notified in advance or as soon as possible.

**Unless you have called the school reporting your child's absence, you will receive a phone call each day your child is absent to confirm the reason they are home.**

**Legal absences recognized by the Board of Education include the following:**

- **Sickness of child**
- **Religious observation**
- **Required court appearance**
- **Death in the family**
- **Impassable roads due to weather**
- **Approved school sponsored trips**
- **Quarantine**
- **Medical/dental appointments**

## **ILLEGAL ABSENCES**

We will record absences ILLEGAL if a written excuse, signed by a parent, is NOT presented upon return of school. Illegal absences become part of the student's permanent record. This can carry significant weight as part of a legal record of parents' good intentions in supporting regular attendance at school.

**The following are examples of inexcusable or illegal absences according to NYS State Attendance Law:**

- **Truancy (illegal absence from school)**
- **Over sleeping**
- **Family Business**
- **Missing the school bus**
- **Vacation**

## **HEALTH SERVICES**

A nurse is on call for first-aid during school hours. Accidents that occur at home, or away from school property are not cared for by the school.

**The school nurse can be reached at 838-6900 x 5010.**

**WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL:**

- **Temperatures of 100.4 degrees or more. If a student attends school with a temperature of 100.4 or more they will be sent home.**
- **Any gastrointestinal problems such as diarrhea or vomiting.**
- **Your child exhibits any inflammation of the eye unless documentation of allergies is noted in the health record.**

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

## **SCHOOL PHYSICALS AND IMMUNIZATIONS:**

Annual school physical examinations are required for all Pre-kindergarten, Kindergarten, First Grade, Third Grade and Fifth Grade students and for students entering from outside the school district. If you would like to have your child examined by the district physician, you must inform the school nurse in writing.

**Please note that NYS has recently updated the immunization schedule for grades K-12. Please consult the school nurse and/or your child's physician for the latest requirements.**

Confirmation of immunizations must be in writing and schools are not to admit students without such confirmation.

## **MEDICATION:**



## **NEW YORK STATE LAW STATES THE FOLLOWING:**

- Parents need to drop off and pick up any medication for their child. Children may not bring medication of any kind to school including over-the-counter medications. (This includes COUGH DROPS which must be stored with and dispensed by the school nurse.)

Children may take medication in school only under the following conditions:

- o A written order signed by a physician, with the following information: name of medication, reason for administering, dosage, time and number of days. This includes over-the-counter medication.
- o Medication must have a professional label, be in the original container and be delivered directly to the nurse by the parent. Any over-the-counter medication must be labeled with the student's name and delivered to the nurse in an unopened, original box or container.



- o The parent must also submit a written request.
  - o Any changes in dosage must be accomplished through a written request by physician and parent.
  - o New prescriptions - parental consent and medication are required at the beginning of each school year.
- All medication - will need to be picked up by parent or guardian at the end of the school year. Any medication not picked up by a parent or guardian will be discarded on the last day of school.
  - Extra Clothing for Pre-K & Kindergarten – you may keep a set of clothing in a gallon size zip lock bag with Teacher & Student name on it at the Nurse's office.

## **FOOD ALLERGIES**

Food Allergies are very serious. At Glenham School we want to promote a safe physical environment that protects children with food allergies. Keeping this in mind, please be aware of the following:

**NUT FREE TABLE** A nut free table is provided at lunch time. If your child needs to utilize this resource, please contact your child's teacher and the school nurse.

**NUT FREE CLASSROOMS** Some classrooms are designated as 'Nut Free' based on student medically diagnosed allergies. All nut products are prohibited from these classrooms.

**CLASS PARTIES** Please work closely with your child's teacher to provide safe snacks at class parties and other school functions.

**FIELD TRIPS** All foods containing **nut products are prohibited** for field trips requiring a bag lunch.

## TECHNOLOGY

**Technology** has become an integral part of communication today. There are some guidelines that the teachers and staff members have to adhere to as it relates to technology:

- ❑ **Facebook, Twitter, and Instagram** have become popular means of communication. Current or former Glenham Elementary students have requested Glenham teachers to ‘friend’ them. Within the teaching/ educational field, staff members are encouraged not to “friend” students or parents on social media.
- ❑ **BCSD App** Consider downloading the Beacon City School District app which is available from Google Play or iTunes.

### **Electronic Devices**

- ❑ iPods, Cell Phones, Handheld video games and other audio/video reproduction units are distracting devices and interfere with the academic operation of the school.
- ❑ Considering the potential for distraction and additional problems, this equipment is not permitted in schools. (Note: Cell phones may be permitted **BUT** there has to be administrative approval **AND** if permitted must not be turned on during the school day.)
- ❑ Any student observed with such devices will be directed to the administrator’s office, where the device will be confiscated and stored until the end of the school day, when a parent/guardian may come in to assume responsibility for the device.
- ❑ Electronic devices are **NOT PERMITTED** on the school bus and can be confiscated.

## STUDENT VALUABLES

- ❑ The school is not responsible for student property which is lost or stolen. Students are cautioned not to bring large amounts of money to school, and if they wear glasses, watches or jewelry, to keep track of them at all times. Any large amounts of money brought to school should be brought to the attention of the teacher immediately upon student arrival.

# VISITING SCHOOL, CLASS CELEBRATIONS, FIELD TRIPS

## ENTERING AND VISITING SCHOOL

- ❖ **BADGES:** Individuals are required to report to the security desk and obtain a badge upon entering the building. **IN ORDER TO OBTAIN A BADGE YOU MUST BRING PHOTO ID.** Your photo ID will be scanned by the Raptor reader and your badge will be issued. This badge must be worn in a visible location and for the entire time you are in the building.



- ❖ **PLEASE RESPECT THAT OUR CLASSROOMS ARE VERY BUSY:** There may be testing going on, important class discussions and the teaching of required subjects. PLEASE DO NOT VISIT your other children's classes and distract from the normal class activities.
- ❖ **FIELD TRIP CHAPERONES:** If you are accompanying your child on a school field trip, you must display an official badge that has been obtained through the school Raptor system. Security is available from approximately 8:00 AM to 4:00 PM on days that school is in session.
- ❖ **CLASSROOM CELEBRATIONS:** Parents have been very creative and supportive with this monthly celebration and we appreciate it. The monthly party schedule for this year will be:
  - o 1st Friday – Kindergarten through Second Grade
  - o 3rd Friday – Third through Fifth Grade



Please keep in mind:

- Some students may have nut or other allergies. Consult with your child's teacher about appropriate food items for class celebrations.
- Goodie bags or other favors are not permitted.

## TRAFFIC PATTERNS AND PARKING

There is a set procedure for safely dropping off and picking up students at Glenham Elementary school. **Parents and caregivers must follow this process on a consistent basis or it compromises student safety.**

**Drop Off** If you are bringing your child(ren) to school, you need to wait in the DROP-OFF line. Only the first two (2) cars will be allowed to have their children exit their vehicles. You are asked to wait until it is your turn.

- Children should only exit **from the passenger side** of the vehicle (**not** on the driver side as they will be exiting into the flow of traffic).
- We ask that you **do not park your car** and walk your child to the cross walk. You will need to utilize the Drop-Off zone.

**Pick Up** Posted signs are in place to remind motorists that they are unable to enter the parking lot closest to the school during the time that buses will be arriving and leaving. You cannot pass a school bus that is waiting in a school zoned area EVEN IF THEY DO NOT HAVE THEIR FLASHING LIGHTS ON.

**Pre-K parents** When picking up and dropping off your students, you are not permitted to park in the “no parking zone”. This area is clearly marked for emergency vehicles ONLY. You will need to find a designated parking spot.

### **Other notes:**

- ❖ DO NOT block the entrance or exit to the school parking lot at any time. Blocking those areas prevent school buses from turning into or out of the parking lot.
- ❖ Respect traffic lines, handicapped parking and no parking signs.
- ❖ **Obey all town parking signs – vehicles parked on the road are subject to parking tickets issued by the Town of Fishkill Police Department**
- ❖ *THESE RULES ARE IN PLACE TO PROTECT OUR STUDENTS.*



## PLAYGROUND RULES/RECESS

- Students will play outdoors daily when weather and air quality do not pose a significant health risk, as outlined in the [Beacon City School District Wellness Policy](#), and [Outdoor Recess Regulation](#).
- Students will remain inside in extreme weather conditions such as: cold temperatures (**below 26 degrees**) and wind chill, heavy rain and snowfall. In the event that the school conducts indoor recess, our teachers and staff will follow indoor recess guidelines that promote physical activity for students, to the extent practicable, as determined by the school principal.
- If your child cannot participate in recess for health reasons, please send a note to this effect.
- Please make sure your child arrives **ready to play by sending them appropriately dressed for the weather so they can participate fully, move freely, play safely, and be comfortable.**
- Children's footwear should also provide support for running and playing outdoors. Examples of appropriate footwear include **sneakers, gym shoes, and other shoes with rubber soles that enclose the feet and will not come off easily.**

## EMERGENCY SCHOOL CLOSINGS AND DELAYS

If schools are not able to open or need to close early because of inclement weather, there are several ways that the district will notify families:

- 📞 **DISTRICT WIDE PHONE BANK** – Please be sure you have updated all phone contacts.
- 📞 **REFER TO THE DISTRICT WEBSITE** at <https://www.beaconk12.org>

### IMPORTANT NOTES REGARDING DELAYS AND EARLY CLOSINGS:



**TWO HOUR DELAY:** Doors open at 10:30 a.m. Classes begin at 10:40 a.m. and students are considered late after 10:40 a.m.

❖ When delays occur, breakfast will not be served.

❖ *It is the responsibility of each parent/guardian to ensure that there is a plan in place for their child in the event of an early closing.*

❖ *Please also be sure that the school is aware of bus/pick up instructions if your normal day care is unavailable.*

## PARENT-TEACHER COMMUNICATION

### WHAT TO DO WHEN YOU HAVE A CONCERN:

*Note* - Please remember that the teacher is always the first step in successfully resolving a problem.

**STEP 1:** Contact the teacher first to review the situation and explain your concern.

**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 available school staff.

*One last consideration:* Concerns regarding incidents occurring on district transportation should first be directed to the transportation department at 838-6900 ext. 2701.

## Report Cards

- ✓ A parent/teacher conference is **required** following the first ten-week marking period whereby individual report cards will be discussed and distributed.
- ✓ Report cards will be sent home quarterly (two times per year for kindergarten students) and parents are asked to inspect them carefully and acknowledge their

review of the report card as per their child's teacher's instructions.

- ✓ If further explanation is desired, a conference may be arranged by calling the school.



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## Parent Portal

### WHAT IS THE PARENT PORTAL?

The Parent Portal is an important communication tool. Once you are set up, you can access your child's grades and assignments 24/7 using any computer with internet access. If you have a smartphone with access to the internet you can also access this information from your phone's web browser. If you have not received instructions to set up access to the Parent Portal, contact your child's teacher.

### WHY VISIT THE PARENT PORTAL?

The Parent Portal gives information to parents/guardians about student assignments, student progress, assignment descriptions (if available) and any teacher comments. It allows parents and teachers to have conversations that might not otherwise happen. Everyone stays connected.

### HOW DOES THE PARENT PORTAL WORK?

The Parent Portal opens only your child's information in our PowerSchool grade book. The link is available at the BCSD website. You will only see your child's/children's information.

## Cafeteria Guidelines

Students are expected to use the lunch period to eat, socialize 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:

- Respect all cafeteria aides and adults.
- Use good manners.
- Keep cafeteria lines orderly.
- Walk at all times and keep your hands to yourself.

- Keep all milk cartons, food and waste paper on the tray.
- Empty all debris from trays into the waste containers.
- Keep tables, seats and floors clean.
- Report any spilled foods or liquids to an adult.
- All food must be eaten at the tables within the lunchroom.
- No food (unsealed) may be taken out of the lunchroom.

## **LUNCH INFORMATION**

Breakfast and Lunch Meals for the 2024-2025 School will be available for all students for free.

Free/Reduced applications are available on the BCSD website. We encourage all families who believe they qualify to fill out Meal applications. **Although these will not be necessary for complementary meals - the data collected may help with other government funded programs.** Paper applications are also available at each school.



To fulfill USDA guidelines, students must take a complete meal at Breakfast and Lunch. Food service encourages all students to participate in both meals to develop healthy eating habits supported by our menus of fresh fruits, local vegetables, whole grains, fat free and low fat milk and multiple protein options.

Breakfast options are based on Menu with no pre-orders necessary. Students will place lunch meal orders daily with their classroom teachers. Menus are available at <https://schools.mealviewer.com/school/BeaconCitySchools>.

Adults Breakfast:     \$2.39 includes main breakfast, fruit, milk

Adult Lunch:             \$4.76 plus tax includes one main lunch, vegetable and/or salad, fruit, milk

If you have any questions please contact the food service director, Karen Pagano, at ext. 2021.

## **SNACKS**

**ALL students** have the option of purchasing snacks from the cafeteria during lunch. Snacks will be offered three times a week and ice cream will be offered once a week. If you allow your child to purchase snacks, the fee will be deducted from your child's lunch account. Each child will receive a



slip for parents/guardians to review the program and make the best choice for their family.

Each school will also have Smart Snack approved items for sale that are not included in the meal program. Students will need to have funds in meal accounts to participate in the optional snack purchasing program.

Snack funds can be added via [www.myschoolbucks.com](http://www.myschoolbucks.com) or with deposits directly at school.

Students will not be permitted to charge snacks without funds. School cashiers will accept checks or cash at the registers for snack purchases. Although accepted - cash is not the best option for young children.

**Classroom Snack Time:** All grades will have daily snack time in their classrooms. Parents/guardians should provide a healthy snack for students each day. Avoid items such as fruit snacks, cookies, chips and cheese doodles. Your classroom teacher will provide you with more information and suggestions.

## **BUS INFORMATION**

All buses in the Beacon City School District have been organized to operate with maximum safety. **Therefore, it is imperative that children not transfer from their regular bus to another.**

In the event of an unforeseen problem, any requests to change busses must be directed to and approved by the Transportation department at **838-6900 x2701**.

If the main office is not notified by transportation of a bus change approval, **your child will be placed on their regular bus.**



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.

## **STUDENT CONDUCT ON SCHOOL BUSES:**

- 1) The driver is in complete charge and must be obeyed.
- 2) Students will 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.
- 3) Littering the bus or throwing anything from the bus is prohibited.
- 4) Books, backpacks, packages, coats or any other items must be kept out of the aisle.
- 5) Students will be courteous to the driver, to other bus riders, chaperones and to all other persons.
- 6) Eating will not be permitted on the bus.
- 7) Any damage done to the bus or bus equipment will be paid for by the offender.
- 8) Students will not tamper with the bus or any of its equipment.
- 9) Yelling, cursing, obscene language, scuffling and/or fighting are forbidden on the bus.
- 10) Any action that might distract the driver is strictly forbidden.
- 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 is stopped.
- 2) Students are to cross the road, when necessary (at least 10 feet in front of the bus), only after the driver signals that it is safe.
- 3) The driver shall discharge students only at the students' designated school bus stop unless he/she has proper authorization from school officials.

# **RECEIPT OF BEACON CITY SCHOOLS CODE OF CONDUCT 2023-2024**

## **PARENT SIGNATURE – All Grades**

I have read a copy and am aware of the contents of the **Beacon City School District Code of Conduct** and the **Glenham School Handbook**.

**Please access and read Glenham handbook using website address as follows:**

<https://www.beaconk12.org/cms/lib/NY01813524/Centricity/Domain/444/GLENHAM%20HANDBOOK%202023-24.pdf>

I have reviewed the information with my child as applicable.

\_\_\_\_\_  
*Student (print name)*

\_\_\_\_\_  
*Parent/Guardian (print name)*

\_\_\_\_\_  
*Date*

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

### **STUDENT SIGNATURE – Grades 3-5**

I have received a copy of the **Beacon City School District Code of Conduct.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Failure to return this form will not relieve you or your parent/guardian from responsibility to know the contents of the **Outline Summary of Major Sections with the Beacon City School District Code of Conduct** and will not excuse your non-compliance with the Code of Conduct.

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