

RyeNeck Schools
LEARN • ACHIEVE • LEAD

F.E. Bellows Elementary



Family Handbook 2023-2024

RYE NECK UNION FREE SCHOOL DISTRICT

Mamaroneck, New York

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MISSION STATEMENT

The mission of the Rye Neck School Community is to develop active, critical thinking, creative, responsible citizens with high values, morals, and ethics. These citizens will respect, accept, and appreciate others in a multicultural world and be committed to lifelong academic and personal achievement in a supportive learning environment. Students will acquire a suitable educational foundation, mastery of the English language and analytical skills which will help them deal with challenges in their personal and professional lives.

The Rye Neck U.F.S.D. offers equal educational and employment opportunities without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, genetic predisposition or carrier status as defined in the New York State Human Rights Law. Anyone wishing to ask questions or report a claim regarding Titles VI, VII, IX, EEO, or Section 504 and the Americans with Disabilities Act should contact the Rye Neck district office at telephone number (914) 777-5200.

Table of Contents

Introduction	4	Fire Drills	15-16
General Information		Food Allergies	16
F.E. Bellows Staff List	5-6	Health Regulations	16-17
Important Phone Numbers	7	Lockers	17
Attendance Procedures	7-8	Locker Decorating	18
		Lost and Found	18
Academic Program		Newsletter	18
School Hours	8	Pets	18-19
School Arrival and Dismissal	8-9	Playground/Use of Area and Apparatus	19-20
Lunch/Recess	10-11	Visitors	20
Report Cards	11		
Homework	11	Special Features	
RULER	11-12	Unified Arts (Visual Art and Music)	21
Testing	12	Health and Physical Education	21
		Library	21-22
Rules and Regulations		Educational Support Programs	22-23
Behavior in School	13	Counseling	23
Birthday Celebrations	13		
Books and Equipment	13	School-Home Partnership	
Cell Phones & Electronic Devices	13	PTSA	24
Channels of Communication	14	Class Parents	24
Computer Use	14	Volunteer Program	24-25
Dignity for All Students Act (DASA)	14		
Dress Code	14-15	Code of Conduct	25-28
Emergency Closings	15	Family Educational Rights and Privacy Act (FERPA)	28-29
Emergency Information	15		
Field Trips	15		

RYE NECK UNION FREE SCHOOL DISTRICT
F. E. BELLows SCHOOL

INTRODUCTION

The F. E. Bellows School has an integrated discovery approach to learning, with an emphasis on reading and writing through the content areas. Its national recognition by the United States Department of Education as a Blue Ribbon School of Excellence attests to its strong academic program, as well as its emphasis on character development and concern for the welfare and well-being of each child. The talented, dedicated staff works together to create an environment in which each child can achieve success and reach his or her potential. A strong partnership with parents and the community is fostered and encouraged.

Special features of the F. E. Bellows School program are:

- Balanced Literacy Approach to Reading and Writing with Integrated Units of Study
- Rigorous, problem-based math curriculum aligned to Next Generation Standards
- Inquiry-based Science and Social Studies Curricula from Science21 and BOCES
- Support Services based on the needs of the whole child
- Instrumental music lessons in fourth and fifth grades
- Multi-tiered Enrichment offerings
- Exemplary Art, Music, Library Media and Physical Education programs
- Cultural Arts experiences and Field Trips that extend and enrich classroom instruction
- Active and involved PTSA, sponsoring Cultural Arts Programs, After-School Clubs, and other activities
- Wireless internet connection and interactive display boards in all instructional areas
- Semi-Departmentalized 5th Grade Instructional Model which supports student transition to the Middle School
- RULER approach to social-emotional learning
- Student-led morning announcements
- 1:1 Chromebook initiative for students, grades 3-5

An Open House is held early in the fall for grades 3-5, to acquaint parents with teachers and our outstanding academic programs. In Grades 3-5, children work in self-contained classrooms and are grouped heterogeneously with flexible instructional groups established by each teacher for literacy and mathematics. Support programs such as reading and math intervention, English as a New Language, and speech services are available for students to provide enrichment, practice, and remedial instruction. Class sizes are instrumental in helping fulfill the district's commitment to accommodating the individual strengths, needs, and learning styles of each student.

2023-2024 STAFF LISTING

F. E. BELLOWS SCHOOL

Principal: Michael Scarantino

Secretary to the Principal: April Laychak

Senior Office Assistant:

THIRD GRADE

Ann Cullagh /Elizabeth Leifert	Room 208
Rachel Franks	Room 204
Francesca Kayan	Room 209
Suzanne Losito	Room 207
Sara McElroy	Room 203
Kara Wootten	Room 308

FOURTH GRADE

Christopher Karaban	Room 304
Susan Marks/Rachel Paquette	Room 309
Joan Spedafino	Room 303
Ellie Speros	Room 312
Janice Tosi	Room 212

FIFTH GRADE

Phoebe Burstein	Room 107
Susan Combs	Room 103
Ashley Eklund	Room 108
Stephanie Golio	Room 104
Erika Soderlund	Room 109
Jessica Trotta/Jessica Salierno	Room 105

SPECIAL EDUCATION

Rachel Paquette	Room 309
Elizabeth Leifert	Room 313
Philece McCoy	Room 210
Jessica Salierno	Room 105

Art	Trisha Appel/Dara Goodman	Room 400
ENL	Fiona Lyons	Room 106B
Library	William McKeon	Room 306/307
Music	Thomas Galgano/Jessica Yeung	Room 401

Bold Print: Team Leaders

Nurse	Samantha Krench	Room 202
Physical Education	Kristin Desio/Bryan Iacovelli	Gym/Auditorium
Psychologist	Vanessa Dioguardi	Room 207A
Guidance Counselor	Marie Fuentes	Room 305
Social Worker	Ana Luisa Crivorot	
AIS Reading	Lindsay Baer Noymer	Room 213
AIS Reading	Lise Martin	Room 115B
Speech/Language	Ivy Millman	Room 115A
Math AIS	Susan Soohoo	Room 305
Occupational Therapy	Kim Duque	
Library Teaching Asst.	Maryann Tucciarone	Room 306
Special Ed. Teaching Asst.	Rosa Acocella	
Special Ed. Teaching Asst.	Betsy Bach	
Special Ed. Teaching Asst.	Jennifer Bartlett	
Special Ed. Teaching Asst.	Emma Brewer	
Special Ed. Teaching Asst.	Veronica Hudak	
Math Teaching Asst.	Brittany Rutto	
ELA Teaching Asst.	Marianne Spoto	
ELA/ENL Teaching Asst.	Whitney DaSilva	
ENL Teaching Asst.	Isil Schwartz	
Security Officer	Victor Raspaldo	
Lunch Monitor	Janice Kerr	
Lunch Monitor	Franca Salanitro	
Lunch Monitor	Vilma Mendez	
Lunch Monitor	Katalin Dayton	
Custodian	Jose Quintero	
Custodian	Kassahun Zewge	
Custodian	Fortunato Tempesta	

IMPORTANT PHONE NUMBERS

Absences	Main Office	777-4600
Medical Needs	School Nurse	777-4610
General Questions	Main Office	777-4600
FEB Principal	Mr. Michael Scarantino	777-4602

If you need to speak with anyone else, please call the Main Switchboard at 777-5200 and the operator will direct your call. To email, use the first initial/last name followed by: @ryeneck.org (for example: alaychak@ryeneck.org)

ATTENDANCE PROCEDURES

Regular attendance and punctuality are important for all children. They are part of a student's permanent record and imperative for a child's success. If absent or late, a child is required by law to bring a written note of explanation from his or her parent. Notes are due the day the child returns to school. Examples of an excused absence include: sickness or death in the family, severe weather conditions, religious observances, or court appearances. All other reasons are defined as "unexcused" absences for reporting purposes. Absences and tardiness are recorded on the report card. **If a student exceeds 20 full-day absences during the school year, a conference will be held with the school principal to discuss promotion to the next grade.**

Our attendance procedures are as follows:

1. If your child is going to be absent, please email the Main Office at FEBattendance@ryeneck.org or call 914-777-4600.
2. If your child appears on the absence report and you have not notified the Main Office, you will be contacted to verify the absence.
3. In case of severe, contagious disease, pediculosis (head lice), or prolonged illnesses, please notify the school nurse Samantha Krench at skrench@ryeneck.org or call 914-777-4610. It is school procedure that the nurse must notify parents of children regarding exposure to a contagious disease.
4. If your child becomes ill in school and needs to be sent home, the nurse will notify you at the emergency number provided. **For this reason, it is important for the school to have both parents' work numbers, as well as additional emergency numbers of neighbors or close relatives. These numbers must be kept current.**
5. **It is essential that children arrive at school in time for the opening bell at 8:40 a.m.** Arriving late, after morning routines and instruction have started, is disconcerting to a child and disruptive

to the class. Plan to give your child a fine beginning to his or her day by scheduling ample time for early morning procedures.

6. Children who arrive after **8:45 a.m.** are considered late and must go directly to the Main Office, sign in, and obtain a late pass.
7. If you need to remove your child from school for any reason during the school day, please contact the Main Office to sign out your child. The secretary will contact the classroom and your child will be walked to the front door. **To ensure student security, teachers are not allowed to dismiss children from the classroom until they have been signed out in the office.**
8. Children who are out ill or sent home ill during the day by the school nurse may not return later in the day to participate in after-school events/performances (i.e., clubs, concerts, etc.).

SCHOOL HOURS

Morning Arrival Bell:	8:40 a.m.
Late Bell:	8:45 a.m.
Morning Announcements:	8:45 a.m. – 8:55 a.m.
Classes Begin:	9:00 a.m.
Lunch/Recess:	3rd Grade: 11:18 a.m. – 12:07 p.m. 4th Grade: 12:11 p.m. – 1:00 p.m. 5th Grade: 12:41 p.m. – 1:30 p.m.
Dismissal:	3rd Grade: 3:05 p.m. 4th Grade: 3:10 p.m. 5th Grade: 3:10 p.m.

ARRIVAL AND DEPARTURE PROCEDURES

Please note these important procedures for arrival and departure that need to be followed carefully every day to ensure the safety of all of our children. Also, please share this information with babysitters, grandparents, and any others who drop off or pick up your child.

It is strongly recommended that, whenever possible, you consider the following alternatives which will alleviate congestion: 1) walk to school, or 2) park and walk up to the school entrance.

SCHOOL ARRIVAL AND DROP-OFF

Upon arrival at school, children wait in the main playground until the bell rings at 8:40 a.m. When the bell rings, children line up in their designated places and proceed, in an orderly fashion, into the building. Since teacher aides begin supervision in the playground at 8:25 a.m., please do not allow your children to arrive before that time. On RAINY, SNOWY, or EXTREMELY COLD DAYS, children are permitted to enter the building through the front door at 8:25 a.m. to wait in the hallways.

The following procedures are to be followed for a safe and efficient drop-off:

- Children should cross Carroll Avenue only at the crosswalk located by the front door.
- Never allow children to exit from the through (center) lane of Carroll Avenue. Doing this places them in the dangerous situation of crossing the drop-off line where cars may be pulling forward or reversing to pull out.
- When in the drop-off lane, have children exit your vehicle on the left curbside of Carroll Avenue. If your vehicle does not have an exit door on the left-hand side, please pull into a space on the other side of the street, have children exit, and walk to the crossing guard stationed at the crosswalk.
- Drive as far up into the drop-off zone as possible to avoid having cars pull around you.
- Children should be ready to exit the car once you are in the drop-off zone. So the line moves smoothly, please give children their “kiss and hug” at home and make sure backpacks and homework papers are ready to go.
- **Children may never be dropped off in the Teachers’ Parking Lot on North Barry Avenue, since it is an active parking lot.**

SCHOOL DISMISSAL/PICKUP:

Depending on class locations, students will be dismissed either through the main front door or one of the side playground doors following a staggered dismissal at 3:05 p.m.(3rd grade), 3:10 p.m.(4th grade), and 3:10 p.m. (5th grade). Siblings at Bellows are all dismissed at the same time based on the eldest student's dismissal time. Fourth and fifth grade teachers walk their classes outside at dismissal the first two days of school. Thereafter, they are dismissed from the classroom. Third grade teachers walk their classes outside at dismissal until January. Students who are not picked up will return to the main office. The following procedures should be followed to ensure a safe and efficient pick-up:

- Never direct children to enter your car when it is in the through (center) lane of Carroll Avenue. Doing this places them in the extremely dangerous situation of crossing the pick-up line when cars may be pulling forward or reversing to pull out. There have been many close calls in just this situation. For just a couple of minutes saved, the consequences could be tragic.
- Allow children to cross only at the crosswalk.
- Do not block the crosswalk or park your car adjacent to the crosswalk, blocking the safe sight line for those attempting to cross. Never back into a parking spot adjacent to the crosswalk.
- Never leave your car in the pickup line for any reason.
- **Children may not be picked up in the Teachers’ Parking Lot on North Barry Avenue.**

Side Rear Exit

4JT, 4ES

Side Exit

3RF, 3SM

4CK, 4JS

5SC, 5SG, 5JT/JS



Front Exit

3SL, 3FK, 3AC/EL, 3KW

4SM/RP

5PB, 5AE, 5ES

LUNCH-RECESS PROGRAM

11:18 a.m. - 12:07 p.m.	All third grade classes have lunch followed by recess.
12:11 p.m. - 1:00 p.m.	All fourth grade classes eat lunch followed by recess.
12:41 p.m. - 1:30 p.m.	All fifth grade classes eat lunch followed by recess.

Recess will be outside whenever weather permits; students will stay in the lunchroom with games and activities on inclement weather days.

No child is permitted to leave school grounds to have lunch, unless accompanied by a parent or other authorized adult. (If your child will be leaving school grounds for lunch on any given day, please notify the classroom teacher in writing or by email. A parent must sign their child out at lunchtime with the Main Office.)

Children who remain in school for lunch are expected to use acceptable table manners, maintain a conversational tone, use the proper recycling receptacles provided for cleanup, and remain in their seats until they are dismissed by the aides on duty. Since there are sufficient tables and benches available, any child who has not finished eating during the allotted time may remain until he or she has finished. Proper behavior and courtesy toward other children and supervising adults are expected at all times.

Because the school does not operate a full-time cafeteria, it is difficult to resolve the problem of forgotten lunches. Please ensure that your child leaves with lunch every morning. Also, kindly label any lunchbox or bag with your child's name and class. Your child may bring a nourishing beverage (no soda) in a non-breakable container. The school offers additional lunch selections (\$2.75) and milk/juice (\$.75) during the week through the MySchoolBucks.com website.

Weather permitting, children will have supervised play on school grounds during the lunch recess period. We believe that fresh air and exercise are essential to children's well being. Therefore, please ensure that your child wears appropriate outer clothes for recess in the winter including coats, hats, gloves, or mittens.

When the weather is inclement, children will remain in the lunchroom or the Auditorium where they may play quiet games, read or draw. No personal electronic or computerized games are permitted.

Most children do abide by the lunch/recess rules, but for those who persistently abuse both, the following system is utilized:

1. When a child initially misbehaves (either in the lunchroom or at recess), he or she is given at least one warning by the monitor on duty.
2. If the behavior persists, or is serious, the child is removed from the table or playground and is sent to the "time-out" area for part or all of the lunch period.
3. Serious or continuous behavior issues will be referred to the principal and parents will be notified.

Teachers review these procedures with their classes during the first week of the school year and periodically during the year, as needed.

REPORT CARDS

Children's report cards are posted in the [Parent Portal](#) in December, March, and June. The computerized report cards are reflective of the Next Generation Standards in Math and ELA. Printed copies of report cards are no longer sent home with students. Parent-teacher conferences are held during the first trimester. At other times during the year, parents may request a conference with the teacher by sending a note or email to the teacher.

HOMEWORK

F. E. Bellows teachers assign homework activities that are natural extensions of classroom learning. Homework is most meaningful when it is designed to suit individual needs and capabilities, when it is interesting, challenging, and enriching, and when it reinforces classroom instruction. Homework should also foster good work habits, provide needed skill practice, stimulate creative thinking and expression, help the child assume greater responsibility for his or her learning, and extend and improve the child's understanding. Homework assignments should be no more than 30 minutes for third grade, 40 minutes for grade 4, and 50 minutes for grade 5. Since each child's application to a task and skill level may differ, actual individual time will vary. If it regularly takes a child an excessive amount of time to complete homework, that information should be shared with the teacher by the parent. In addition, children should read at least 20 minutes each night in an independent reading book of their choosing.

We believe that parents, school, and children share the responsibility for student learning.

Parents can help by:

- A. checking and signing the agenda pad on a daily basis
- B. showing interest in children's homework and school day
- C. providing a study area—free of distractions, with good lighting
- D. avoiding undue pressure
- E. creating a homework habit—same time every night
- F. participating in school activities
- G. reading aloud to children every day

RULER

RULER is an evidence-based approach to social and emotional learning (SEL) that helps all staff members in creating and sustaining a positive emotional climate, as well as supporting individual development of emotional skills for students in their classrooms. RULER is a developmentally appropriate and comprehensive curriculum that contextualizes and builds students' emotional intelligence within their experience of the world.

The acronym RULER stands for the following emotional skills:

- **Recognizing** emotions in oneself and others through facial expressions, body language, voice, and behavior
- **Understanding** the causes and consequences of emotions in oneself and others
- **Labeling** emotions with accurate words from a nuanced vocabulary
- **Expressing** emotions differently depending on context, situational expectations, and culture
- **Regulating** emotions with effective strategies and supporting others in their regulation of emotions

RULER offers four Anchor Tools to help everyone learn and practice the skills of emotional intelligence.

- **The Charter** builds and sustains a positive climate through a shared agreement between people about how they want to feel at work or while engaging in learning.
- **The Mood Meter** builds greater self and social awareness about our emotions.
- **The Meta-Moment** trains people to respond to emotional triggers in more effective ways that align with one's best self.
- **The Blueprint** provides a structure to problem-solve interpersonal conflicts with empathy and perspective-taking.

The RULER approach is utilized by all staff, not just classroom teachers. For more information regarding RULER, you can visit [here](#).

TESTING - FORMAL and INFORMAL ASSESSMENTS

Third, fourth, and fifth grade students take the i-Ready ELA and Math assessments in the fall, mid-year, and end of the year for diagnostic and instructional purposes. Their reading comprehension skills are assessed three times a year for instructional grouping purposes using the Fountas and Pinnell Benchmark Reading Assessment. This is administered one one-on-one in the classroom by their teacher, a Reading Specialist, or other trained staff member.

Other informal assessment measures include student work, teacher observation, one one-on-one conferring notes, and exit tickets. Students are also administered mid and end of module assessments in mathematics.

All third, fourth, and fifth grade students take the NYS ELA and Math tests in April and May, except for some ENL students who may be exempt from the ELA test.

Fourth grade students also take the NYS Science Performance Test at the end of May and the NYS Science Written component the first week in June.

New ENL students take the NYSITELL in the fall and all ENL students take the NYSESLAT in the spring.

PILLARS OF POSITIVE BEHAVIOR

At Bellows, we stress positive reinforcement and respect for others. The following are emphasized:

- Be Safe
- Be Respectful
- Be Kind
- Be Responsible
- Be Mindful

Children are expected to walk quietly in the hallways and on the stairs. Children should keep to the right of the stairways at all times and be mindful as they walk through the halls that other students may be working. Respectful and appropriate behavior is expected at school assemblies. Children should be attentive and courteous.

BIRTHDAY CELEBRATIONS

Children may celebrate their birthdays in school. Generally, children and their parents provide cupcakes or cookies, juice, and paper goods for the child's class, after consultation with the classroom teacher as to the best day for the celebration. For the birthday treat, it is recommended that enough of "each flavor" of the treat is provided to avoid conflict among the children and keep the birthday celebration simple. Parents are requested to touch base with the teacher regarding any allergy issues in the classroom. Children may not hand out private birthday party invitations in school to preclude hurt feelings and misunderstandings on the part of children who may not be invited. Additional information for fifth grade celebration can be found under [Locker Decorating](#).

BOOKS AND EQUIPMENT

Children are responsible for all books and/or equipment issued to them. If an item is lost, stolen, or damaged, parents will be asked to pay for it.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, smart watches, tablets, etc. are not to be used in the building or on school grounds during school hours unless authorized by a teacher for instructional purposes. Computerized/electronic games are not allowed. **Cell phones and smart watches must be turned off from 8:35 a.m. to 3:00 p.m.** These items should be kept in the child's locked locker during school hours if you want them to be kept secure. The school assumes no responsibility for items left in an unlocked locker. Students may also ask a teacher or office staff member to hold personal belongings for the school day if they do not have a lock

on their locker. Children are not permitted to bring cell phones, tablets, and/or computerized/games on class trips.

CHANNELS OF COMMUNICATION

We believe that parent-school communication is essential to the learning process. If you have questions about your child's program, please contact the classroom teacher by note, email, or phone. All staff members have a school email address: first name initial, last name at ryeneck.org (example: mscarantino@ryeneck.org). Messages may also be left with the school secretary. If you have any additional questions regarding any facet of school programs, please feel free to call Mr. Scarantino, the principal, at 914-777-4602.

COMPUTER/CHROMEBOOK USE

Students have been issued a Chromebook which must be charged each night and brought to school each day. Students are responsible for good behavior on school computer networks just as they are in the classroom or school hallways. General school rules for behavior and communication apply. The networks and devices are provided to them for instructional purposes. Please see the district's [Acceptable Use Policy \(4526.1\)](#) for full information.

DIGNITY FOR ALL STUDENTS ACT (DASA)

DASA is an abbreviation for the Dignity for All Students Act, which states:

"No student shall be subjected to harassment or bullying by employees or students on school property or at a school function; nor shall any student be subjected to discrimination 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 students on school property or at a school function."

STUDENT DRESS CODE ([Policy 5300.25](#))

All students are expected to give proper attention to personal cleanliness and 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.

1. A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails must:
2. Be unlikely to injure people or damage property, appropriate according to this code, and not substantially disrupt or materially interfere with the educational process.
3. Recognize that extremely brief garments and see-through garments are not appropriate.

4. Ensure that underwear is completely covered by outer clothing.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not cover the student's face or head to the extent the student is not identifiable in the school building, except for a medical or religious purpose.
7. Not include items that are inappropriate for a school setting.
8. Wear masks/appropriate face covering as required by school administrators on all district properties.

Each Building Principal or designee is responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

EMERGENCY CLOSINGS

The district uses a K-12 emergency alert system to notify staff and students if school is closed due to bad weather or any other emergency. It is imperative that you notify the office immediately of any changes to your phone numbers.

Delayed openings and school closings, due to weather and/or other emergency conditions, are also announced on local radio stations: WZFM (107FM), WVOX (1460AM), WFAS (1230AM, 103.9FM, 106.3FM), www.fasstormcenter.com, as well as on television (Channel 12 cable television). Closing information can also be found on the district website: www.ryeneck.org or by calling the district switchboard at 777-5200.

When inclement weather occurs during school hours, parents who wish to do so may pick up their children early by reporting to the Main Office. A secretary will notify the teacher to release the child. Parents are to sign their children out in the main office.

In the event of an early dismissal, parents will be notified by the automated Blackboard Connect system.

EMERGENCY INFORMATION

It is extremely important to have current emergency information on file for each child. During the school year, please send any changes in emergency information to the school office.

FIELD TRIPS

Designated staff members are responsible for the children's safety on class trips. On occasion, a child's classroom or prior trip behavior or medical condition may dictate that a parent accompany his or her child on the trip in order to ensure the safety of the child and that of other children. Children are not permitted to bring cell phones and/or computerized or electronic games on class trips. The teachers bring emergency contact information with them in the event of an emergency.

FIRE DRILLS & OTHER EMERGENCY EVACUATIONS

During evacuations students are to file quickly and quietly out of the school building. They remain with the classroom teacher at all times. If students are not with a teacher, they should attach themselves to an adult in authority and remain with them until the drill is over. All students are then to return to their classes quietly. There is to be no talking so that directions being given can be heard.

FOOD ALLERGIES

Due to a number of children with food allergies, children are not permitted to share lunch/snack at any time due to potential safety issues. The school, family, and student work together to devise a safety plan for each child with a food allergy.

Family:

- Notify the school of the child's allergy.
- Develop a food Allergy Action Plan, which includes a photo of the child, and share it with any adult responsible for the care of the child.
- Supply school nurse with child's emergency medications along with current physician's orders for the medication.
- Educate the child in self-management of the allergy as appropriate for age development.
- Supply school nurse with "safe snack box" for student.
- Review policies and procedures if a reaction occurs.

School:

- Educate all staff who interact with the child on a regular basis about the allergy, symptoms and emergency procedures, as appropriate.
- Be sure medications are appropriately stored with an emergency kit that contains a standing order for epinephrine. EMERGENCY MEDICATIONS should be easily accessible and stored in a central location designated for school personnel.
- Discuss field trips/bus transportation with an allergic child's family in order to formulate strategies to manage the allergy.
- Enforce a strict "No Sharing" policy for food and utensils.
- Food service personnel will be instructed on ways to prevent cross-contamination during handling, preparation, and serving of food.
- Children should be encouraged to wash their hands after handling food.

Children:

- No trading/sharing food
- Should not eat anything that was not provided from home or declared safe by the child's parent.
- Should notify an adult **IMMEDIATELY** if they think they have become exposed to the food to which they are allergic.

HEALTH REGULATIONS

New York State Law limits the services of the school medical staff to inspection and reporting of health data. Our nurse is available to administer first aid, to care for students who become ill, and to contact parents regarding health conditions on a need-to-know basis. If your child requires medication during the school day, the procedure is as follows:

1. The parent should personally deliver the medication, in the original container, to the nurse.
2. Written doctor's orders indicating the name of the medication, the time it is to be given, and the duration of time for which medication is to be administered, must be presented.
3. Written parental permission for the medication to be administered is required.

As a consequence, any immunization exemptions previously granted based upon statements of religious belief are no longer valid, and no new exemptions of this nature will be considered or granted. As of now, the only basis upon which a child may be exempted from immunization requirements is a certification by a physician licensed in New York State that there is a medical reason why the child should not be immunized.

This means that all children, other than those who qualify for a medical exemption, must, before they can come to school, show proof of immunization against poliomyelitis, mumps, measles, diphtheria, rubella, varicella, hepatitis B, pertussis, tetanus, and (where applicable by grade level) Hemophilus influenza type B (HiB), meningococcal disease, and pneumococcal disease.

Where a child has not received the full course of immunizations, he or she will be admitted to school if it is demonstrated that he or she has had at least the first dose in each immunization series required by law and has age-appropriate appointments to complete the immunization series.

More information about what immunizations are required is available from your child's pediatrician, on the District's website at www.ryeneck.org, and from the school nurse at your child's school.

New York State health regulations also mandate that all children in kindergarten, first, third, and fifth grades, as well as new entrants, have physical examinations. Forms for physical and dental examinations may be obtained from the nurse or downloaded from the district's website.

LOCKERS

Lockers are the property of the school and are assigned to children for use during the school year. Children are responsible for their care and cleanliness.

LOCKER DECORATING FOR BIRTHDAYS (5TH GRADE ONLY)

Bellows loves to recognize and celebrate students, especially on their birthdays. 5th grade students must adhere to the following guidelines when asking to decorate a fellow student's locker:

- **5TH GRADE STUDENTS ONLY - NO EXCEPTIONS**
- The office staff must be notified at least 24 hours ahead of time. Please email the Main Office during school hours to let them know, and include the names of 1-3 students decorating. (Only one parent needs to email.) Please do not email Mr. Scarantino directly.
- In the instance that we have emails for two (or more) groups of students to decorate one student's locker, only the group in the first email received will be allowed to decorate.
- Students can decorate starting at 8:20 am, or after school, from 3:15 to 3:30. After school, students must be accompanied by a parent
- Maximum of 3 students decorating per locker
- **NO BALLOONS**
- Students can decorate the outside of lockers only; **students (or parents) can not open another student's locker at any time**
- Candy and sweet treats included in the decorations should be limited. Just what may fit on the outside of the locker without being excessive
- Please keep in mind, lockers are small, and decorations must be able to fit without limiting the function of the locker and/or touching the adjacent lockers
- Students who celebrate birthdays over the Summer will be invited to decorate at the end of June.

LOST AND FOUND

Every year, our lost and found overflows with unclaimed, usable clothing and valuable school items.

Please put your child's name on everything—sweaters, jackets, lunchboxes, etc.—it will make identification much easier. Do check our lost and found periodically for missing articles. Unclaimed articles are donated to charity every few months. The Lost and Found is located on the first floor, outside the gym.

NEWSLETTER (WEEKLY PRINCIPAL'S BULLETIN)

A digital bulletin from the principal is emailed to families and posted to the [Bellows website](#) weekly. This bulletin will keep you informed about Bellows' school news and lists all special events such as class trips, assembly programs, important meetings, holidays, etc. Please refer to it often to keep up-to-date on school events. In addition, [the district's 2023-2024 calendar is online.](#)

PETS

Many of us enjoy the companionship of family pets. Often, we want them to accompany us everywhere, including to school to drop off or pick up our children. However, some children are anxious around animals. Since school is a place where we try to make all children comfortable, please do NOT bring your dog or other pet to school or on school grounds for any reason. Your dog may be friendly, but some people are afraid of dogs and some people are allergic to dogs. If you would like to walk your dog to pick up your children, please arrange to meet your children off school grounds. This rule is for the safety of all of our students.

PLAYGROUND

The following suggestions are made in order to provide the safest possible conditions for play areas. Please discuss them with your child.

RULES:

1. Once children are outside at recess, they must receive permission from an adult if they need to re-enter the building.
2. Food may only be eaten in the lunchroom, and may not be taken onto the playground.
3. Children may not leave the playground with non-school personnel unless the teacher has been notified in writing and the designated adult stops at the office first to sign out the child.
4. If a ball should go into the street or parking lot, an adult will retrieve it.

USE OF PLAYGROUND APPARATUS:

1. SWINGS- Only one child is permitted on a swing at a time. Standing on a swing is not permitted. Children should be encouraged to swing themselves, thus eliminating unnecessary traffic around the swing area. No other playing or walking in the immediate swing area is allowed.
2. SLIDES- Only one child may climb the ladder and slide down at a time. Walking up a slide is not permitted.

USE OF THE PLAYGROUND AREA

1. BALL GAMES
 - a. Ball games should be played away from the main building and on the field, except for basketball, which may be played on the blacktop.
 - b. Rubber balls only are permitted (no softballs, hardballs, wooden bats).
2. NO SNOWBALLS OR ICE BALLS may be thrown on school property as students are not permitted to touch snow or ice.
3. THE CEMETERY AREA is private property, and children should not walk on the cemetery wall or in the cemetery. If a ball goes into the cemetery, it will be retrieved by an adult.
4. CLIMBING—The Big Toy may be used for climbing; however, no climbing of trees, rocks, or fences is permitted.
5. BICYCLES—All bicycles must be locked onto the bicycle rack in the playground. Safety helmets must be worn any time a bicycle is ridden to and from school.

6. SKATEBOARDS AND ROLLER SKATES may not be used on school grounds.
7. CONTACT SPORTS ARE NOT PERMITTED. Wrestling, tackle football and other contact sports, as well as roughhousing and rough play, are not permitted.
8. FIGHTING is never tolerated, and the consequences are immediate removal of recess privileges. Parents may also be contacted.
9. Children may not pick up or throw stones or sticks anywhere on school grounds.

These are the guidelines for students remaining on school grounds after school hours:

We understand the need to burn off energy and get in some additional physical activity for children after school and it is a courtesy that we allow families access to the blacktop area at dismissal. However, there are some guidelines for being on district property:

- Families are allowed access to the playground area from 3:20 p.m. to 5:00 p.m. We kindly ask you to exit the property by 5:00 p.m. A custodian or other staff member can ask you to leave the property at that time.
- Students MUST have adult supervision to be on school grounds. Children should not be on the playground without someone 18 or older supervising them. Students will be sent home if they are seen on school property without an adult present.
- No one is allowed onto the field. The field is off-limits after school. Its main function is for athletic events and lunch/recess during school hours. If your child is caught climbing the fence to gain access, we will ask you to leave the premises.
- The 5 Be's at Bellows still apply when on school grounds. Please ensure that your child is adhering to these important pillars of positive behavior when they are interacting with others. The 5 Be's are: *Be Safe *Be Respectful *Be Responsible *Be Kind *Be Mindful

VISITORS

Visitors are welcome at Bellows. However, because we prioritize teaching and learning, any disruption of the educational process is discouraged. Therefore, individual classroom visitations are limited to designated activities to which visitors have been invited. No one will be allowed to enter the premises without a valid photo ID. You will need to scan this ID at the Lobby Guard kiosk located at the front door of the building. **Please follow the machine's directions and ring the doorbell to report to the Main Office in order to receive a visitor's badge to be worn in the building.** By appointment, Mr. Scarantino, the principal, is always pleased to discuss programs, answer questions, and accompany prospective parents on a tour of the building.

If parents need to contact a child during the school day, it should be done through the school secretaries. Children are not allowed to call parents from their cell phones. They are to call their parents from the phone in the office. Lunches, books, homework, clothing, instruments, etc. may be left in the office and will be delivered to the child. To alleviate classroom disruption, please check with your student to ensure they have all belongings at drop-off each morning. When a child is absent, parents may pick up homework from the office at 3:00 p.m. by emailing the teacher in the morning to notify the teacher of the homework request. This will give the teacher ample time to prepare the homework for the child.

For the safety of all children, parents are asked not to approach children outside on the playground without prior authorization from the office.

Parents are asked to pre-plan after-school playdates and pick-up arrangements so that children have that information before they come to school. The office staff cannot accept playdate information.

SPECIAL FEATURES OF THE F. E. BELLOWS PROGRAM

UNIFIED ARTS (VISUAL ART AND MUSIC)

Our Art educators' main goal is to have all students be successful. Every student should have the opportunity to shine in some way. We begin in elementary school focusing on the usage of elements and principles of art, artist vocabulary, and techniques. All of this is applied to simple and appropriate projects and incorporates art history. By the time they leave 5th grade, the students are familiar with certain artists like Picasso and Van Gogh.

In Music classes, elementary students engage in singing, movement, composition, and the playing of various classroom musical instruments. Class discussions at this age level focus on the music being created and allow students to begin developing their musical vocabulary. Music literacy is presented and taught in developmentally appropriate ways so that students are empowered to engage in music making. At the end of third grade, students are offered the opportunity to choose a band or string instrument to study. Grade-level singing takes place K-5.

HEALTH AND PHYSICAL EDUCATION

Through health education, we develop and foster responsibility, self-esteem, and decision-making skills related to health choices and lifetime wellness in nutrition habits and fitness. The curriculum is integrated with social studies, science, and language arts for maximum effectiveness. Our school nurse serves as a resource to classroom teachers. All children attend physical education classes three times a week over a six-day rotating schedule.

LIBRARY MEDIA

The F. E. Bellows Library is an essential part of our district's 21st Century Learning Initiative and related educational programs. Facilitated by a teacher and a library assistant, and in collaboration with classroom teachers, its purposes are to:

- foster students as lifelong learners who enjoy engagement in a collaborative space designed to enhance the development of individual strengths and interests
- develop students' abilities to become critical and creative thinkers
- promote an appreciation of literature through exposure to many genres and authors
- teach information and media literacy
- encourage content creation

The library is a multi-use learning environment that serves whole classes in addition to small groups. Activities include weekly book exchanges and instruction in data search, management, and research

skills. Internet access and up-to-date technology presentations are available in the library. During the year, visiting librarians from public libraries and children's authors provide students with insights into the craft of authorship and encourage the aspirations and productivity of our young readers and writers. The library teacher works closely with classroom teachers to integrate emerging technologies into the classroom curriculum. In addition, our Idea Lab is managed by our Library teacher and integrated into our Library program through collaboration with classroom teachers aligned to the curriculum in all subject areas.

The use of Google Chromebooks in the classroom supports the use of instructional technology. Its primary function is to advance students' informational literacy skills, enhance self-directed learning, and provide collaborative opportunities for all. Teachers and students develop and share essential questions and use Internet resources and databases for real-world applications and the improvement of research skills.

Students also have the opportunity to use the library before school according to a published schedule.

BOOK EXCHANGE

Children can borrow books, audiobooks, and magazines from the library.

1. Children return their books or other library materials each week during their library class time or other designated times.
2. They can borrow two pleasure books or other materials each week.
3. Pleasure reading materials can be renewed twice. Books for classroom projects can be renewed until the assignment is completed.
4. Children who forget to return their materials on time cannot borrow another book. They can reserve a book to pick up the day following their library class.
5. Teacher and parent help is solicited in assisting children to return overdue books.

LOST BOOKS

1. A book will be considered lost after six weeks.
2. A notice will be sent home with the child indicating the replacement cost of the item.
3. Students will not be able to borrow books until the payment of the lost materials is received.

ENGLISH AS A NEW LANGUAGE (ENL)

Children who do not speak English as a home language may receive direct instruction and guidance from the ENL (English as a New Language) teacher in order to develop fluency and become competent in academic language. This assistance is given within the classroom and when indicated, in a separate small-group setting.

ENRICHMENT

The curriculum is enriched with experiences and activities for all children that are purposely designed to stimulate new interests, develop effective processes, and provide them with opportunities to develop

their particular strengths and talents. These enrichment activities are delivered in a variety of ways as part of our multi-tiered School-wide Enrichment Model (SEM) across the year.

Tier I Enrichment includes: Field trips; assembly programs and general Library Media offerings to whole classes as well as enrichment opportunities offered by classroom teachers.

Tier II Enrichment includes: Special offerings from the Library Media program in which select students are invited to participate; Continental Math (3rd grade) and Math Olympiad (4th/5th grade); the Stock Market Game (4th and 5th grade) and Creative Writing (3rd grade). Instrumental music lessons would also fall into this category of enrichment.

Tier III Enrichment includes: Uniquely designed challenge offerings for particular students requiring a more rigorous and challenging experience beyond the classroom. In many cases, these students demonstrate particular strengths in one area which need to be addressed with the consultation of the Director of K-12 Enrichment. These offerings often require out-of-school connections with experts in an area of study/concentration.

AIS READING INSTRUCTION

Academic Intervention Services (AIS) reading instruction is provided to all children meeting the district's criteria and on an "as needed" basis through the classroom teacher, reading teacher, and tutorial programs.

SCHOOL PSYCHOLOGIST/COUNSELOR/SOCIAL WORKER

The Rye Neck School District provides all students with access to a certified school counselor, psychologist, and a social worker. The school counselors, psychologist, and social worker collaborate in a "medical model" style of operation which means the stakeholder who requires assistance may be served by whomever is available. Additionally, this team is supported by nurses, security personnel, school principals, the superintendent, and the Board of Education. [The K-12 School Counseling programs](#) provide the educational, social, and emotional frameworks, programs, and services necessary to make that vision a reality for all students.

STUDENT COUNCIL

We believe in developing children's responsibility, character, leadership, and enthusiasm for school and community service. F. E. Bellows has a Student Council open to children in grades 3-5. Students volunteer to campaign for the chance to represent the class, and students cast anonymous votes to select a Student Council Representative per class.

SPECIAL EDUCATION

The Committee on Special Education recommends placement for eligible children in the Resource and Special Education programs. Children are mainstreamed for all special area subjects, such as music, art, physical education, library, and lunch, with their regular homeroom class. Where appropriate, children are also mainstreamed for academic subjects.

SPEECH AND LANGUAGE

A full-time speech and language teacher services children designated by the Committee on Special Education as needing speech and language services. The speech teacher also provides short-term focused support for children in need of speech and language services.

THE SCHOOL-HOME PARTNERSHIP- PTSA

At Bellows, the school-home partnership is strong. Parents are valued members of our team and essential partners in their children's education. We are pleased to have active, enthusiastic parent interest and support, and encourage every parent to attend school functions, communicate with staff, and become involved in order to promote their children's success in learning.

The Rye Neck Parent-Teacher-Student Association (PTSA) is comprised of individuals who meet monthly to discuss education matters and plan various activities for children, volunteers, and teachers. Cultural programs and after-school clubs are provided for children during the school year. Active membership and financial support of this organization are strongly encouraged and represent a practical and concrete way to help your children and the educational program at Bellows.

The Special Education Action Committee (SEAC) is part of the PTSA. It resulted from a merger between SEPTA (The Special Education Parent Teacher Association) and the district PTSA.

All Rye Neck parents are invited to attend PTSA and Board of Education meetings which are listed monthly on the district calendar. Some PTSA services are

1. **CLASS PARENTS**—Every year, parents from each class volunteer to help the classroom teacher and act as liaisons between the school and the home. They assist with parties and special projects, recruit help for special class activities, and keep parents informed about school events.
2. **VOLUNTEER PROGRAM**—Each year, Bellows parents provide invaluable services and contributions as volunteers. These dedicated and concerned individuals unselfishly devote their time and effort to supplement our educational program. Contact the PTSA volunteer coordinator listed in the PTSA calendar for further information. Any parent who would like to volunteer must complete the Volunteer Application Form each year. The form is available in the school office as well as on the district website.
3. **AFTER-SCHOOL CLUBS**—The PTSA offers After-School Clubs for all elementary school students. Registration information is distributed by the PTSA several weeks prior to the start date. Club dismissal is at 4:15 p.m. through the front door.

4. CULTURAL ARTS PROGRAMS—The PTSA sponsors assembly programs and cultural arts activities throughout the year for all grades. These activities enrich and extend the classroom curriculum and are selected by the Cultural Arts Committee which consists of the principal, a teacher representative from each grade, and the PTSA Cultural Arts Chairperson.

CODE OF CONDUCT (Policy 5300)

INTRODUCTION

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. The school district is committed to:

- ensuring each student is healthy, safe, engaged, supported, and challenged;
- helping students develop self-discipline and social and emotional growth; and
- guiding students in improvement and corrections of inappropriate, unacceptable and unsafe behaviors.

Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

For this to happen, everyone in the school community must demonstrate and offer respect to others.

With the recognition that all children make mistakes and that this is part of growing up, schools must help all students learn to grow from their mistakes. School discipline policies should support students and teachers and ensure that everyone is treated with dignity and respect.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and at the same time to develop a bond with caring, supportive adults reduces negative behavior. Examples can include: providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives; student leadership development; periodic recognition of students' achievements in a range of academic and co-curricular areas; using constructive corrective feedback; and developing school-wide positive behavior systems.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

All persons on school property must behave in a safe manner. When required by the district during an outbreak of a communicable disease, this may include but is not limited to maintaining appropriate distance from others and wearing face coverings or other personal protective equipment.

After having carefully considered and balanced the rights of privacy with the District's duty to promote discipline, health, welfare, and safety of staff and students, as well as that of the general public who has occasion to use school facilities, the Board of Education supports the use of surveillance cameras when necessary in its schools and/or on school grounds. District surveillance cameras will only be utilized in public areas where there is no "reasonable expectation of privacy."

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, identify the possible developmentally appropriate, graduated consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly, keeping in mind the goal is not to penalize, but to teach students there are consequences to actions and choices. To this end, the Board adopts this code of conduct ("code"), which is based upon education laws, regulations, and Board policies.

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

CODE OF CONDUCT SUMMARY

Assemblies:

Conduct in school assemblies must be respectful and appropriate to the nature of the program. Any student exhibiting improper behavior will be removed from the auditorium and assigned an appropriate consequence. Parents will be notified if necessary. Food or beverages are not permitted in the auditorium during assemblies. Any defacing or vandalizing of the auditorium will result in firm disciplinary action.

Cafeteria:

Rough play, throwing food, or other forms of disorderly behavior are not permitted in the lunchroom. Such inappropriate behavior will result in an appropriate consequence.

Drugs and Alcohol:

Drugs or alcohol are not permitted on school grounds. Persons violating this provision will be subject to penalties and procedures as per the district Code of Conduct.

Fighting:

Fighting on buses, school grounds, or in the building, as well as on school-sponsored events, activities, and/or trips, is not permitted. Students involved in a fight will be subject to administrative action.

Fire Drills:

During fire drills, all students are to file quickly and quietly out of the building. There is to be NO TALKING. Students are to return to their classes quietly after the appropriate signal.

Fireworks:

Fireworks of any kind are prohibited on the school grounds. Persons violating this provision will be subject to penalties and procedures as per the district Code of Conduct.

Halls:

Running, pushing, and horseplay in the halls are dangerous to the health and safety of others and are unacceptable behavior. Hallways are to remain free of student property.

Leaving School Without Permission:

Students who leave school grounds without permission will be subject to administrative action.

Profanity:

Profanity, threats, or abusive language are unacceptable. Such behavior will result in administrative action.

Cell Phones, CD Players, iPods/MP3 Players, and Other Electronic/Computerized Devices:

Computerized/electronic games are not allowed. Cell phones, iPods, MP3 players, tablets, etc. are not to be used in the building or on school grounds during school hours unless authorized by a teacher for instructional purposes. Cell phones must be turned off from 8:35 a.m. to 3:00 p.m. These items should be kept in the child's locked locker during school hours. Children are not permitted to bring cell phones, tablets, and/or computerized/electronic games on class trips.

School Property:

There shall be no defacing of any school property by any student. Any student found to be responsible for the defacing of school property will be held responsible for its repair or replacement and parents will be notified.

Skateboards:

Skateboards, skates, and rollerblades are not allowed on school grounds. Failure to follow this rule will result in confiscation of these items. They will be returned only to parents.

Smoking/Vaping:

Smoking/vaping is not permitted in the school building or on school grounds.

Social Behavior:

Certain behavior is contrary to the educational process and the social needs of the school and society as well. This includes threatening, reckless endangerment, inappropriate physical contact, and using abusive and/or obscene language. These and any other actions that school officials deem not to be in the best interest of all students are strictly prohibited. Students violating these rules will face administrative action.

Weapons:

Possessing, displaying, or threatening to use what appears to be or can be used as a weapon, is strictly prohibited on school grounds. Persons violating this provision will be subject to penalties and procedures as per the district Code of Conduct.

Student Dress Code:

All students are expected to come to school clean and dressed appropriately for school and school functions. Hats may not be worn in school. Students and their parents have the primary responsibility for acceptable student dress and appearance.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA

The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees, and awards received, most recent school attended, class schedule, photograph, video recordings, email address, and class roster.

You may object to the release of any or all of this “directory information.” However, you must do so in writing within 14 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent.

NOTE: Please see the district webpage for our full FERPA letter.

The Rye Neck U.F.S.D. offers equal educational and employment opportunities without regard to age, religion, race, creed, color, national origin, sex, disability, marital status, military status, sexual orientation, genetic predisposition, or carrier status as defined in the New York State Human Rights Law. Anyone wishing to ask questions or report a claim regarding Titles VI, VII, IX, EEO, or Section 504 and the Americans with Disabilities Act should contact the Rye Neck district office at telephone number (914) 777-5200.