

# Cumberland Head Elementary Parent/Student Handbook 2024-2025



## *Mission Statement*

*“It is the mission of the Beekmantown Central School District and its community to educate every individual to be a quality contributor to society and self.”*

## **A Bill of Rights and Responsibilities for Learning: Standards of Conduct, Standards for Achievement**

The traditional mission of our public schools has been to prepare our nation's young people for equal and responsible citizenship and productive adulthood begins with standards of conduct and standards of achievement in our school. Other education reforms MAY work; high standards of conduct and achievement DO work and nothing else CAN work without them. Recognizing that rights carry responsibilities, we declare that:

- **All students and school staff** have a right to schools that are safe, orderly and drug free.
- **All students and school staff** have a right to be treated with courtesy and respect.
- **All students and school staff** have a right to learn and work in school districts and schools that have clear discipline codes with fair, appropriate and enforced consequences for misbehavior.
- **All students and school staff** have a right to learn and work in well-equipped schools that have the instructional materials needed to carry out a rigorous academic program.
- **All students and school staff** have a right to learn and work in schools where teachers know their subject matter and how to teach it.
- **All students and school staff** have a right to learn and work in school districts, schools and classrooms where high grades stand for high achievement and promotion is earned.
- **All students and school staff** have a right to learn and work in school districts and schools where students receive academic intervention services to help them meet the standards.
- **All students and school staff** have a right to learn and work in school districts and schools where getting a high school diploma means having the knowledge, skills and attitudes essential for college or a good job.
- **All students and school staff** have a right to be supported by parents, the community, public officials and businesses in their efforts to uphold standards of conduct and achievement.

*(A campaign of the American Federations of Teachers)*

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## Section 1: General Information

### ~Principal's Message~

Dear Cumberland Head Elementary Families, Students, Faculty and Staff,

Welcome to the new school year! Cumberland Head Elementary is home to an amazing faculty and staff who dedicate their time ensuring that all of our students have a great school experience. I am confident that your child(ren) will love the many opportunities the school and the district offers

This handbook will help you become familiar with rules and regulations, policies, procedures, academic and behavioral information. I hope you find this handbook a useful tool as you navigate the new school year. Please also be sure to visit our district website <http://www.bcsdk12.org>.

I look forward to working with you and your child(ren) this school year.

Sincerely,

***Darcy Stoutenger***

Cumberland Head Elementary Principal

Check us out on the web at <https://ches.bcsdk12.org/>



## General School Information

Office Hours: 8:00 a.m. - 4:00 p.m.

Instruction with ELT: 9:05 a.m. - 3:48 p.m.

Teachers with ELT: 8:30 a.m. - 3:48 p.m.

Instruction without ELT: 8:50 a.m. - 3:10 p.m.

Teachers without ELT: 8:45 a.m. - 3:30 p.m.

### **Main Office** - (518) 563-8321

Elementary Principal

Associate Principal

Main Office - Main Typist

Main Office - Typist

Ms. Darcy Stoutenger

TBD

Ms. Heather McCallister

Mrs. Tracy Menard

### **Nurse's Office** - (518) 566-8052

School Nurse

Mrs. Kathy Mulholland

### **Administration** - (518) 563-8321

Interim Superintendent of Schools

Assistant Superintendent Director of Special Services

Director of 21<sup>st</sup> Century Learning

Director of Pupil Personnel & Services

School Business Manager

District Treasurer

Director of Facilities

Mr. Dustin Relation

Ms. Polly Tavernia

Mr. Gary Lambert

Mr. Nick Pepe

Mrs. Jennifer Parliament

Mrs. Jennifer Stahl

Mr. Daniel Noonan

### **School Lunch Manager** - (518) 563-8685

Cafeteria Manager

Mrs. Roxann Barnes

### **Transportation Department** - (518) 563-8257

Transportation Supervisor

Mr. Corey Beaudet

### **Title IX Officer**

### **504 Officer**

### **District DASA Officer**

### **Building DASA Officer**

Ms. Polly Tavernia

Mr. Nicholas Pepe

Mr. Dave Manney

Ms. Darcy Stoutenger

## **District Mission Statement:**

"It is the mission of the Beekmantown Central School District and its community to educate every individual to be a quality contributor to society and self."

### **Board of Education Members:**

Board of Education members are district residents who are unpaid public officials elected by the voters of this school district to take formal legal actions and assume the major responsibilities for the operation of the school. They have taken on the additional tasks of Board membership in order to provide leadership for the welfare of district students.

The members of the Beekmantown Central School Board of Education are:

- Chelsea McDonald (District Clerk)
- Padraic Bean President
- Troy Anderson Vice President
- Duane Bibeau
- Eric Deyo-Pugh
- John Fairchild
- Christopher Gadway
- Curry Jolicoeur
- Jason Miller
- David Trudeau

### **Meetings of the Board of Education:**

In order to perform its duties in an open and public manner, and in accordance with state law, the Beekmantown Board of Education holds regular business meetings on the second Tuesday of each month in the Beekmantown MS/HS Library at 6:15 p.m. Parents, students and other members of the community are encouraged to attend and demonstrate their interest in educating district students. Board of Education policies are available on our website: [www.bcsdk12.org](http://www.bcsdk12.org).

# Cumberland Head Elementary Faculty Members

Principal	Darcy Stoutenger	School Counselor	Janel Kingsley
Associate Principal	TBD	School Counselor	Jamie Niles
Pre-Kindergarten 3	Abigail Bone	School Counselor	Kimberly Scott
Pre-Kindergarten 4	Rolland Benware/Shelly Miller	Perm Sub	Shelly Miller
Pre-Kindergarten 4	Andrea Ogle	Perm Sub	Colleen Judge
Kindergarten	Bethany Blair	Perm Aide Sub	TBD
Kindergarten	Jasmine Herron	School Nurse	Kathy Mulholland
Kindergarten	Katie Huber	Secretary	Heather McCallister
Kindergarten	Colleen Pandolph	Typist	Tracy Menard
First Grade	Angela Brandt	Data/Testing	Mary Swanson
First Grade	Kristy Brown	Library Clerk	Matt Rivera
First Grade	Alexis Roberts	Classroom Aide	Savannah Barber
First Grade	Heather Stone	Classroom Aide	Erin Lavigne
Second Grade	Felicia Alicata	Classroom Aide	Emily Schaffer
Second Grade	Marina Caramia	Classroom Aide	Amber Butler
Second Grade	Mackenzie carpenter	Classroom Aide	Jessica Dimick
Second Grade	Courtney Labeau	Classroom Aide	Victoria Dragon
Third Grade	Michelene DeBella	Classroom Aide	Courtney Dupree
Third Grade	Amy Holzer	Classroom Aide	Megan McCarty
Third Grade	Ashley Kollar	Classroom Aide	Tiffany Flora
Third Grade	Tori-Lyndin Rabideau	Classroom Aide	Elnora Lewis
Fourth Grade	Michael Brandt	Classroom Aide	Brittani Hellen
Fourth Grade	Gayle Collin	Classroom Aide	Kathryn Harrica
Fourth Grade	Chad Garcia	Classroom Aide	Malayna Hart
Fourth Grade	Hannah Labarge	Classroom Aide	Stephanie Akin
Fifth Grade	Erin Lawliss	Classroom Aide	Tina King
Fifth Grade	Keith Armstrong	Classroom Aide	Amy Matott
Fifth Grade	Hannah Greeno	Classroom Aide	Danielle Moschelle
Fifth Grade	Carly Prue	Classroom Aide	Lauri Martin
Special Ed	Megan Baehre	Classroom Aide	Risalie Reyes
Special Ed	Carrie Beattie	Classroom Aide	Matthew Rivera
Special Ed	Alexis Duffy	Classroom Aide	Brittania Roy
Special Ed	Kara Boyea	Classroom Aide	Samantha Snider
Special Ed	Katie Dupree	Classroom Aide	Michelle Stone
Special Ed	Mackenzie Guay	Classroom Aide	Peter Strazza
Special Ed	Eric Lindsay	Classroom Aide	Charlene Tromblee
Special Ed	Chantell Renadette	Classroom Aide	Kari Wells
Special Ed	Jessica Rock	Classroom Aide	Megan Jadge
Special Ed	Megan McCarty	Classroom Aide	Allessandra Cringle
ALS	Madison Brunelle	Classroom Aide	Jennifer Alexander
ALS	Bethany Blair	Cafe Monitor	Nicole Booth
ALS	Carol Boulrice	Cafe Monitor	Bonnie Burnell
ALS	Bridget Hart	Cafe Monitor	Tracy Seymour
ALS	Jenna Murtagh	Cook Manager	Bonnie Mary
ALS	Sierra Zielinski	Kitchen	Lynn Beliveau
Art	Nicole Kissel	Kitchen	Lisa Blake
Librarian	Mandy Bishop	Kitchen	
Music/General	Olivia Kever	Kitchen	Lori Matott
Physical Education	Kaylen Reif	Kitchen	Deidra Saukas
Physical Education	Anne Winterkorn	Custodian-Day	Jolene Daniels
Speech	Laura Flax	Custodian-Night	Tiffany Martino
Speech	Tracey Frechette	Custodian-Night	Quinton Conley
Speech	Courtney Morrow-Smith	Custodian-Night	Austin Corron
Speech	Patti Winterbottom	Custodian-Night	
OT	Stacy Burrell	SSO	Gray Mccasland
OT	Jennifer McCasland	SSO	Robby Carron
PT	Ashley Buksa		
Psychologist	Nichole Mitchell		



## Section 2: “Hot Topics for Kids”

### **Assignments:**

Teachers will give you assignments from time to time. This is to help you learn and become more independent. Your job is to complete these assignments and turn them in on time. Parents may be contacted if this responsibility isn't being met.

### **Behavioral Expectations:**

**Eagle Pride:** Eagle Pride is a way of being, a way of behaving, a way to show others in our school and community that we are proud of ourselves and each other. In our district, everyone is important. Eagle Pride is a way of thinking, a way of talking, a way of acting, a way to solve problems, and a way of getting along together. It's an ATTITUDE!

All Cumberland Head Elementary School students are expected to follow the four B's at school. Be Safe, Be Respectful & Kind, Be Responsible and Be a Problem Solver. Classroom teachers use PBIS (Positive Behavioral Interventions and Supports) to encourage positive behavior in the classroom.

**Talon Tickets:** Students who show Eagle Pride and the four B's can be awarded a talon ticket. Talon tickets are used for positive rewards at the teacher's discretion.

**Student Conduct:** Productive, satisfying, and wholesome learning environments depend upon relationships which permit students to learn and teachers to teach. Each student is expected to be responsible for his/her own behavior. The following rules of conduct, focusing on personal safety and respect for the rights and property of others, apply both in the classroom and throughout the school.

There are four major expectations in the area of student conduct. Namely, all students are expected to BEHAVE in a manner that demonstrates the following:

## Behavior Matrix

	On the Bus	Arrival & Dismissal	In the Hallway	In the Classroom	In the Bathroom	In the Cafeteria	During Recess	During an Assembly
<b>Be Safe:</b>	<p>Use a quiet voice</p> <p>Remain seated</p> <p>Keep food &amp; drinks in backpacks</p> <p>Keep hands, feet &amp; body to yourself</p>	<p>Walk</p> <p>Remain on sidewalks</p> <p>Keep hands, feet &amp; body to yourself</p>	<p>Walk</p> <p>Remain on one side of the hallway</p> <p>Keep hands, feet &amp; body to yourself</p>	<p>Use equipment &amp; materials appropriately</p> <p>Keep hands, feet &amp; body to yourself</p>	<p>Report unsafe behavior</p> <p>Always wash hands</p>	<p>Keep food &amp; belongings to yourself</p> <p>Walk</p> <p>Carry items with two hands</p> <p>Report spills &amp; accidents</p>	<p>Use equipment appropriately</p> <p>Report dangerous situations</p> <p>Play within playground boundaries</p>	<p>Keep hands, feet &amp; body to yourself</p> <p>Wait for arrival and dismissal signals</p> <p>Leave all belongings in the classroom</p>
<b>Be Respectful &amp; Kind:</b>	<p>Listen to the driver</p> <p>Be considerate of others</p>	<p>Use a quiet voice</p> <p>Hold the door for the person behind you</p>	<p>No talking in the hallway</p> <p>Hands by your side</p> <p>Hold the door for the person behind you</p>	<p>Use kind language &amp; a friendly tone of voice</p> <p>Be a good listener</p>	<p>Give others privacy</p> <p>Keep area clean</p>	<p>Use a quiet voice</p> <p>Use good table manners</p> <p>Eat your own lunch</p>	<p>Include everyone</p> <p>Play fairly</p> <p>Use kind words and actions</p>	<p>Be a good listener</p> <p>Look at the speaker</p> <p>Applaud when appropriate</p>
<b>Be Responsible:</b>	<p>Keep aisle clear</p> <p>Report unsafe behavior to the driver</p> <p>Older students assist younger students</p>	<p>Go directly to location</p> <p>Check daily folder &amp; turn in notes from home</p> <p>Be packed &amp; ready to leave on time</p> <p>Keep lockers &amp; cubbies neat &amp; clean</p>	<p>Pick up things dropped on the floor</p> <p>Bring all supplies with you</p> <p>Go directly to the intended location</p>	<p>Dress appropriately</p> <p>Ask for help</p> <p>Be honest</p> <p>Participate</p> <p>Be prepared</p> <p>Always do your best</p>	<p>Go directly to &amp; from the bathroom</p> <p>Make good decisions about your behavior</p>	<p>Be prepared</p> <p>Clean up after yourself</p> <p>Finish eating before visiting</p> <p>Get permission to leave the table</p>	<p>Dress appropriately for the weather</p> <p>Line up when signaled</p> <p>Return borrowed equipment</p> <p>Clean up after yourself</p>	<p>Take care of personal needs before going</p> <p>Ask appropriate questions</p> <p>Be a positive participant</p>
	On the Bus	Arrival & Dismissal	In the Hallway	In the Classroom	In the Bathroom	In the Cafeteria	During Recess	During an Assembly
<b>Be a Problem Solver:</b>	<p>Remind others about bus rules</p> <p>Talk it out</p> <p>Report the problem</p>	<p>Remind others of arrival &amp; dismissal rules</p> <p>If you are ready, help others who aren't</p> <p>Ask for help if you need it</p>	<p>Remind others of hallway rules</p>	<p>Remind others of classroom rules</p> <p>Encourage others to do their best</p>	<p>Remind others to use the bathroom appropriately</p> <p>Report problems</p>	<p>Remind others of cafeteria rules</p>	<p>Remind others of recess rules</p> <p>Report dangerous situations</p>	<p>Encourage good audience behavior</p>

### **Bringing Items to School: (Toys and Electronics)**

Toys from home are not allowed in school. Many toys are expensive and could be lost, stolen or damaged. Exceptions are made for show and tell or similar special days. Teachers will determine these days throughout the school year and notification will be sent home to let parents know.

**Electronic Devices** such as cell phones, MP3 Players, OSI, and other electronic devices are disruptive to the educational process. These items may be stolen or damaged while at school. Therefore, it is best to leave these items at home. If brought to school, BCSD is not responsible for any lost or stolen electronic devices. All phones are to be kept in backpacks and off during the school day. Violating this rule may result in disciplinary action. We ask parents/students not to communicate via text on smartwatches during the school day as it interferes with instruction.

### **Bullying:**

According to New York State Education Department, NYS Center for School Safety: Harassment or bullying means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying that either a.) has or would have the effect of unreasonably and sustainably interfering with a student's educational performance, opportunities or benefits, and/or mental, emotional and/or physical well being; including conduct, threats intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or b.) reasonably causes or would reasonably be expected to cause physical injury to a student or cause a student to fear for his or her physical safety;

Is it Bullying? What is it?



A complete version of the Beekmantown Central School District Anti Bullying Policy can be found online at [www.bcsdk12.org](http://www.bcsdk12.org) and through the link at the end of this handbook.

### **Cafeteria:**

**Breakfast:** All students have the opportunity to eat breakfast at school. Depending on your grade level, you will eat breakfast in your classroom or in the cafeteria.

**Lunch:** All students eat lunch at school. You may bring your own lunch from home or choose a lunch from the cafeteria. Daily lunch choices include: hot lunch, peanut butter or peanut butter and jelly sandwiches, cheese sandwich or a sandwich of the day (this varies by day), parfaits, soup or salad.

You are expected to use proper table manners while in the cafeteria and are responsible for cleaning up after yourself. The behavior matrix on *page 9* outlines all the cafeteria expectations.

Please keep be aware: Gatorade, soda, and sugary drinks are not allowed. Your lunch from home should include a juice pouch, milk, or water only.

### **Dress Code:**

All students are expected to dress appropriately for school and school functions. Personal cleanliness and hygiene should be important as you prepare for school each day. Students who come to school dressed inappropriately will have to change, cover, or remove their attire.

1. Clothing must be safe, appropriate and not disrupt or interfere with the educational process.
2. Footwear must be worn at all times.
  - a. Flip Flops are not permitted on the playground or during physical education.
  - b. High-heeled shoes (ie. formal shoes with heels greater than 1”) are not permitted at school for safety reasons.
3. Pajamas and/or slippers are permitted only on school approved days.
4. Head coverings (i.e.: Bandanas, hoods, hats or sunglasses) are permitted only on school approved days. Exceptions will be made for a medical or religious purpose.
5. Clothing attire should be appropriate for elementary school. Messages on clothing should be positive and/or encouraging to others or yourself.
6. Not to include, but are not limited to, spikes, chains, wallet chains, pins and other sharp objects.

### **Food & Drinks:**

You are encouraged to bring a water bottle to school each day. You are allowed to have water in the classroom as long as it is in an approved plastic bottle with a “pop-top” to lessen the amount of spills. Drinking water is one of the best ways to stay healthy and keep your brain working at its best throughout the day.

Water is the only drink allowed in the classroom during the day outside of snack time (exceptions are made for students with special medical needs and birthday celebrations).

**NO sugary drinks, soda, or energy drinks of any kind will be allowed at school.**

### **Library Book Expectations:**

The Library is open for book exchange every morning from 8:50 a.m. - 9:10 a.m. You may return your book(s) and borrow new book(s) during this time *even if it is not your Library class day*. The CHES Library catalog is online and you may search for a book at any time from anywhere with internet access. Borrowing a book(s) from the Library is a privilege and a responsibility. When you borrow a book, you are responsible for caring for the book and bringing it back to the library when it is due. This means protecting the book from getting dirty, torn, or wet (rain or drinks) and keeping them safe from pets and younger children who do not understand how to care for a book. Books are borrowed by you for you to read; do not lend them to anyone else because you are still responsible for the book. You may renew a book for another cycle unless someone else has requested that title. Please let the librarian know if your book is lost or

damaged. Some books may be repaired but badly damaged and lost books will need to be paid for or replaced. If a lost book is later found your money will be returned. Happy reading!

### **Recess:**

You should be prepared to go outside for recess each day. During the winter months jackets, hats, mittens, boots, and ski pants are required if you want to play in the snow. Indoor recess will occur when the weather doesn't allow outside recess (freezing temperatures, rain, wind, etc). Our school uses the "weather" tab on the district webpage to determine whether or not students go outside during the winter months. If the "feel like" temperature is below 15 degrees, we will stay inside for recess.

### **Safety Drill Expectations:**

A variety of emergency response drills will be conducted throughout the school year (lockdown, evacuation, etc.). During a drill it is expected that:

- Students stop what they're doing, locate the teacher or adult in charge and follow directions.
- There will be no talking except by teachers and those in charge.
- Students and staff will follow all directions of those in charge.
- Students and staff will walk directly to the assigned area.
- Everyone will stay clear of emergency response personnel.
- Students and staff will not return to the building unless told to do so.
- Students and teachers should take drills seriously and treat them as if they were real.
- Students and staff will remain calm, take each drill seriously and treat them as if they were real.

### **Student Activities:**

As students of Cumberland Head Elementary School you are encouraged to participate in one or many of the following activities:

- **Band & Chorus:** Band and Chorus are offered to 4th and 5th grade students. Students in the band and chorus program are expected to attend rehearsals and lessons, as well as practice their music/songs regularly. Proper behavior is expected in both programs. Participation is a privilege and with that privilege comes responsibility. Students are invited to perform in concerts during the school year.
- **Student Council:** Student Council is open to students in 5th grade. Student council works on projects to better the school and the community. Student council members are role models for the student body and are held to high standards. Student council members agree to a behavior contract in order to participate.

### **Student Organization:**

At the beginning of each year, you will be given a red communication folder. This folder is for all homework, handouts, and flyers you get throughout the day. The "Return to School" side of your folder is for all papers that need to be signed or finished and returned to school.

Students in grades 3-5 will also be given an agenda. This agenda is used to write assignments, important information and dates, etc. each night.

Both folders and agendas must be brought to and from school each day.

**Technology:**

Our district has a digital literacy initiative. With this, you may be loaned a device to use for the school year. The school district pays for these devices and they belong to the district.

Upon receiving a device, you will be taught how to use it as well as expectations of how to take care of it. These devices are for learning purposes and not to be used as toys. Failure to follow these expectations can result in losing your privilege to use a device.

As part of our initiative, you will be given digital citizenship lessons. Proper digital citizenship will be expected in order to use a device.

You can view the district's Acceptable Use Policy by going to the district webpage or clicking this link: [www.bcsdk12.org/aup](http://www.bcsdk12.org/aup).



## **Section 3: Parent Information**

### **Multi-Tiered Systems of Support (MTSS):**

The district is required to give Intervention Services to students who have been identified as falling below the state learning standards in English Language Arts and Mathematics and/or Science. A student's eligibility for intervention is determined by his or her performance on State assessments and/or in accordance with District benchmark assessments. As parents/guardians you will be notified of your child's entrance into intervention, given progress reports throughout the school year and notified of their discharge upon successfully meeting the necessary criteria. Further, as parents/guardians, you will be given ways to help work with your child at home in order to improve your child's performance.

Elementary School Interventions may include:

- Additional instructional services
- Mentoring and/or counseling
- Progress Monitoring of instructional services

Schools do not have the option of pulling students out of intervention services. This is a New York State Education Department requirement, so if a student qualifies for Academic Intervention Services, that student will receive those services until the data points show the student is performing at grade level.

Beekmantown Central School has adopted and implemented a MTSS Plan. Please visit the school website at [www.bcsdk12.org](http://www.bcsdk12.org) to view the comprehensive plan.

### **Acceptable Use Policy:**

Parents and students are required to sign an internet acceptable use form up to three times while at Beekmantown Central School District - Upon entry to the school district, upon entering middle school and upon entering high school. Signing off on this form acknowledges the expectations and responsibilities that go along with network and computer use. Students will receive training prior to using the internet. Violations of the internet use policy may result in suspension of said privilege. Only students who have returned a copy of the district's Acceptable Use Policy, which has been signed by both the student and guardian, will be permitted to access the internet.

### **Allergies:**

If your child has a food allergy, please ensure the school nurse is aware. The food services department will identify your child on the cashier's screen as they go through the lunch line to get food. Notification will be sent home to families that have a person in a classroom with a peanut allergy. Classrooms with peanut allergies will be identified with a sign on the door that states "Peanut Allergy Room."

### **Arrival & Dismissal Procedures:**

**Arrival:** If transporting your child to school, plan to arrive at 8:50 a.m. Students are not permitted to report to their classrooms until this time. The main office is open at 8:00 a.m. Monday-Friday should you need to drop off projects, special birthday snacks, etc. Families escorting their children to school are asked to separate at the crosswalk in the front of the

building in order to ensure safety for our entire student body as well as foster independence for all students. Students arriving after 9:00 a.m. will be marked late and parents/guardians are expected to buzz into the vestibule to sign him/her in late.

**Dismissal:** A note or Parent Square message must be sent to the main office indicating you will be picking up your child at the end of the school day. We understand that plans can change throughout the day and ask that you notify the office of dismissal changes no later than 2:00 p.m. each day. Of course emergencies do arise and we understand this. Families with custody arrangements which vary from day to day or week to week may wish to send in a monthly calendar to help the office keep track of your child's daily dismissal routines.

At the end of the day students whose last names begin with A-G will be picked up in the cafeteria entrance. Students whose last names begin with H-Z will be picked up near the ramp exit. Siblings with different last names will have the oldest sibling wait in the youngest siblings line. Both lines are located near the left of the building. You will sign out student(s) with the aide at the door. Any adult, other than a parent/guardian, who will be picking up your child will need some form of photo ID to do so.

**Assemblies:**

Assemblies are held for the appreciation and enjoyment of the student body. Students are expected to behave in a polite and respectful manner. It is important that visitors leave with a positive feeling about our school and our accomplishments –“Eagle Pride”. Parents leaving with their child must sign out students in the office. The privilege to attend assemblies is not guaranteed; it is earned by the demonstration of appropriate and acceptable behavior.

**Attendance:**

Beekmantown Central School District's full Attendance Policy can be found by going to the district webpage or clicking this link:

Every student has a right to educational opportunities that will help develop his or her fullest potential. Regular attendance maximizes the student's interaction with his or her teachers and peers, contributes to increased academic achievement and is a prime factor in school success. We understand and appreciate that students fall ill throughout the school year. If your child has a fever, keep them home from school until they are 24 hours fever free, without the use of fever reducing medication to help prevent the spread of germs.

It is the responsibility of the returning student to see his/her teacher(s) to make up their missed work. Students missing school for an extended time (more than two days) due to illness or family emergency may have class assignments collected by making arrangements with the main office.

**Absences Due to Family Vacation:** While some family vacations may be educational in nature, extended absence for this reason may create an academic burden for the student and should be minimized. We do, however, realize that family schedules cannot always be matched with the school calendar. Advance notice of the absence and collection of work which will be missed is imperative. It is important to keep the district's attendance policy in mind when making such decisions.



According to NYS mandates, parents will receive attendance notification letters at 7, 14 and 21 days of absences. Letters will be generated from unexcused and excused absence history. Attendance hearings are scheduled with counselors and building administrators after 21 absences.

### **BAZ/ELT**

BAZ Afternoon Dismissal is 3:40 p.m. Monday through Thursday - Buses depart at 3:48 p.m.

BAZ Afternoon Dismissal is 3:05 p.m. on Friday - Buses depart at 3:15 p.m.

BCSD is committed to providing safe transportation to the students of the District. In order to accomplish this mission, parental and student cooperation is imperative. Bus Disciplinary Procedures have been established as a means of ensuring a safe and orderly environment for all students being transported by the BCSD. If you have any questions about the busing procedures, please contact Corey Beaudet at 518-563-8250 ext. 5569.

We would like to remind our visitors that it is illegal to pass school buses which are stopped and flashing their lights. In order to avoid traffic confusion during “peak hours”, we ask that visitors not use the bus loop between the hours of 8:30 a.m. - 9:15 a.m. and again in the afternoon from 2:45 p.m. - 3:50 p.m. During those hours, please find a parking spot in the main lot and if you are dropping off children, please walk them to the sidewalk.

### **Change of Address & Transferring Students:**

If you have a change of address, three proofs of residency are required to be submitted to the Registrar within thirty days with the new address. If there is a change in phone numbers or you'd like to add or remove a contact person, you can call the main office to request this change.

If you move out of the district, you must notify the district registrar. You must enroll your child in the new school district as soon as possible. The registrar at the new school will request your child's academic and medical records from us. The elementary office staff will fax the requested documentation once a record's request form has been received from the new school.

### **Counseling:**

School counselors assist students with problems related to school work, family, and/or classmates. Parents are encouraged to contact the counseling office with any questions or concerns related to student progress. The CHES counselors are Janel Kingsley, Kimberly Scott and Jamie Niles. Their email addresses are: [kingsley.janel@bcsdk12.org](mailto:kingsley.janel@bcsdk12.org), [scott.kimberly@bcsdk12.org](mailto:scott.kimberly@bcsdk12.org), and [niles.jamie@bcsdck12.org](mailto:niles.jamie@bcsdck12.org).

The school psychologist works closely with the Committee on Special Education, the principal, counselors, and staff in an effort to assist students and/or their families. The CHES school psychologist is Nichole Mitchell and she can be reached via email at: [mitchell.nichole@bcsdk12.org](mailto:mitchell.nichole@bcsdk12.org)

### **School Resource Officer**

Beekmantown Central School District has a School Resource Officer on campus daily. A school safety officer is assigned daily to Cumberland Head Elementary School.

### **Field Trips:**

Field trips are an important part of the educational program. Permission slips are required to be signed by a parent or guardian for each field trip. Parents are often invited to attend field trips whenever space is available. This is a wonderful opportunity to spend time with your child and his/her classmates.

### **Field Trip Guidelines:**

Students must ride the school bus to the intended destination if the trip is during the school day but may be released to a parent/guardian upon completion of the trip. If a child is going home with another adult (not a parent/guardian) written permission must be given to the office prior to departure. Said adult must have proper identification and be approved in the office prior to the trip.

Siblings are not permitted to attend trips (this includes preschool aged siblings).

Chaperones include adults over age 19 who are a child's parent, guardian or grandparent.

1. As a chaperone, you are responsible for the group of students assigned to you; making sure every student is accounted for at all times.
2. By attending the trip we expect all visitors to model our school's behavioral expectations for our impressionable students, as well as follow our Board of Education approved policy for public conduct for volunteers (section 5000-Student Policies, 5300 Code of Conduct for Volunteers). This policy states:
  - a. All persons who come in contact with student voluntarily act as an agent for the school district. All volunteers are expected to:
    - i. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
    - ii. Know school policies and rules and enforce them in a fair and consistent manner.
    - iii. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
    - iv. Accept direction from administrative personnel, staff and/or teachers when participating in school-related functions and activities.
  - b. We also ask that you do not purchase or share treats with other children due to the risk of life threatening food allergies.
  - c. Do not apply/share lotions, bug sprays or other products with or to children on the trip.
  - d. Arrive at the field trip site on time. If you are following the bus, please be at school 15 minutes prior to departure time and check in with the office.
  - e. Chaperones are asked to limit cell phone use during the trip. Full attention must be on the students at all times.
  - f. Chaperones are not to post (or take) any pictures and/or videos from the field trip to social media that contain images of children other than their own.

We thank you in advance for helping us to ensure that this is a safe and rewarding educational experience for all students.

**Home/School Connection and Communication:**

The BCSD Board of Education believes that positive parental involvement is essential to student achievement and thus encourages such involvement in school educational planning and operations. Research shows that student achievement is directly linked to parental involvement. Schools, families, and communities must all be actively involved in developing strong programs and policies that support the academic success of every student in the Beekmantown District. Parental involvement may take place either in the classroom (as volunteers) or during extracurricular activities. We encourage you to reach out and be involved.

**Honor Roll:**

Three times each year, after report cards are issued, an Honor Roll will be released for students in grades four and five based upon grades received during the trimester. High Honors will be given to those students with an overall average of 94 or above. Honors will be awarded to those students with an average between 87 and 93.

**Lost and Found:**

Items frequently are lost and found at Cumberland Head Elementary. If your child comes home without an item, please encourage them to come to the office and check the lost and found. We post photos of lost items from time to time in Parent Square. Items are kept for about 6-8 weeks and then donated to a local group.

**Parent Teacher Organization (PTO):**

As parents/guardians, you are encouraged to participate in the PTO at Cumberland Head Elementary School. The purpose of the organization is to support the school community by bringing families and school staff together through learning opportunities and social celebrations. The PTO meets monthly. You can email the PTO at [chespto.ny@gmail.com](mailto:chespto.ny@gmail.com) PTO news is also shared via Parent Square.

**Positive Behavior Interventions and Support (PBIS):**

At Cumberland Head Elementary School we take part in a school wide program that our staff uses to support positive behaviors in our students. Positive Behavioral Interventions and Support (PBIS) is intended to create and maintain a safe learning environment where teachers can teach and students can learn. PBIS is intended to teach and reward positive behaviors therefore diminishing negative, disruptive behaviors. One of the core elements for PBIS includes active participation of students, teachers and families. The behavior matrix that we follow is located under the Behavior Expectations portion of the “Hot Topics for Kids” section.

**Red Communication Folder:**

All students in grades PK through 5 receive a red communication folder at the beginning of the school year. Informational flyers, homework, etc. are sent home in this folder. Information requiring parent signature/completion/notes will be placed in the ‘Return To School’ side of the folder. Information/items for you to keep will be in the “Keep at Home” side of the folder.

Students in grades 3 through 5 receive an agenda as well. The agenda is used to jot down assignments, important information and dates, etc. each night. Red folders and agendas must

be brought to school each day. Creating a nightly routine to check your child's red communication folder as well as their agenda will help keep you informed and your child organized.

**Safety Drills:**

The New York State Education Department (NYSED) requires that we perform four Emergency Lockdown Drills per year in addition to our typical fire drills. The purpose of these drills is to ensure that in the event of a dangerous situation in the building, students and staff know what to do. Teachers practice with their students so that they are not afraid and are prepared to follow the teacher's directions quietly and quickly.

When a drill is conducted, a message will be sent to you via Parent Square. This will ensure that you know we are conducting a drill of our Emergency Lockdown Procedures.

**School Operating Hours:**

Students arrive at 8:50 a.m. and are dismissed at 3:45 p.m. Monday through Thursday. Students are dismissed at 3:05 p.m. on Fridays due to the Extended Learning Time Grant. The office is staffed from 8 a.m. - 4:00 p.m. daily.

**Report Cards:**

Cumberland Head Elementary follows a trimester schedule. Report Cards are distributed 3 times per year and parent teacher conferences are held once in November/December and all parents are expected to attend; then once in March for parents or teachers to request a conference. Special area grades are distributed in January and June.

Report Card Schedule:

<b>Semester</b>	<b>Start Date</b>	<b>End Date</b>	<b>Distribution Date</b>
Fall	9/5/24	11/22/24	11/22/24
Winter	11/25/24	3/7/25	3/7/25
Spring	3/10/25	6/27/25	6/27/25

Special Area Report Card Schedule:

<b>Semester</b>	<b>Start Date</b>	<b>End Date</b>	<b>Distribution Date</b>
Marking Period 1	9/5/24	1/17/25	1/17/25
Marking Period 2	1/20/25	6/27/25	6/27/25

**Requesting a Parent/Teacher Conferences:**

As parents/guardians you are encouraged to participate in your child's educational journey. Parent/Teacher conferences are pre-scheduled twice a year in November and March. Should you wish to conference outside of these times, or if you have questions or concerns that arise throughout the school year, please contact your child's teacher. This can be done by sending a note to school in your child's red communication folder, sending your child's teacher an email or calling the main office to leave a message for your child's teacher. Most concerns can be taken care of at the classroom level. Should you find, after speaking with the teacher, that you

need to bring a concern to the attention of the principal, you may send an email to the principal or call the office to set up an appointment to meet.

### **School Nurse:**

When your child is sick, please leave a message on our main office line before 9:00 a.m. at 518-563-8321. An absence excuse note must still be sent from home when your child returns to school. Should your child be sent home from school due to fever, they must be fever free, without the use of fever reducing medication for 24 hours before returning to school. This is to help prevent the spread of germs at school.

The school nurse dispenses medication, administers assistance to ill students during the day, supervises physicals and immunizations, and oversees the general health of the students.

Except in an emergency, a student must obtain a pass from the teacher to visit the nurse. No student will be permitted to leave school without the authorization of the nurse. The school nurse will assess illnesses or injuries, and if it is necessary to be excused from school, the nurse will contact you, the parent/guardian to make arrangements using the emergency numbers updated yearly.

Students needing to take medication during school hours must adhere to the following procedure:

1. Parents/Guardians must obtain a written prescription from their physician to be directed to the school nurse. Further, parents/guardians must give written permission to dispense medication in school.
2. The prescription should include the student's name, diagnosis, type of medicine, and the time and dosage to be given.
3. All medications will be properly secured.
4. Prescriptions need to be updated every school year.
5. Over the counter medication (examples include, but are not limited to, ibuprofen, midol, cold medicine) are NOT allowed to be brought to school by students. A parent/guardian MUST bring over the counter medications to the school nurse directly, accompanied by written permission from a physician to dispense the medication in school. Use of prescription and nonprescription medication without consent or the supervision of the nurse is a violation of our Drug and Alcohol Policy. Any student found in possession of prescription or over the counter medication in school will be subject to serious disciplinary consequences.
6. Parents are personally responsible for bringing medication to the nurse, and are responsible for picking up unused medication at the conclusion of the school year.
7. *The health office is to be used for acute medical concerns. All students are medically evaluated and sent back to class if they are cleared by the nurse, unless directed otherwise by a student's personal health and/or their physician.*

### **Immunization Requirements:**

New York State Public Health Law, Section 2164 requires that schools will not permit a child to attend school **unless** the parent provides the school with a certificate of immunization or proof from a physician, nurse practitioner or physician's assistant that the child is in the process of receiving the required immunizations.

A record of your child's immunizations from your healthcare provider, health department, or official copy of the immunization record from the child's previous school (a copy of the original immunization record from the healthcare provider – not a copy of the school health record) is acceptable. A NYSIIS/NYCIR record is also acceptable. The **exact date** each immunization was given must be included in the record.

**SchoolTool & Parent Portal:**

SchoolTool is a system used by the Beekmantown Central School District for its student information system. This is a web-based software application which allows the district to manage student data. Using SchoolTool the district has access to maintaining all relevant data for student information such as student tests and other assessment scores, student schedules, student attendance, discipline events, and as well as many other student related needs.

The SchoolTool Parent Portal is available to you to access your child(ren)'s schedule, grades, assignments (not all teachers use this feature), attendance record and discipline history. The Schooltool Parent Portal can be used on any device that can access the internet. There is also a companion app that can be downloaded for use on a smartphone.

You may gain access to the Schooltool Parent Portal by filling out a parent portal access request and by following this link: [Parent Portal](#)\_\_\_\_\_

Any questions about the Schooltool Parent Portal can be directed to the Department of 21st Century Learning at 518.324.2595.

**Parent Square:**

Our parent communication tool is Parent Square. Staff and teachers use this platform to communicate information with parents and guardians. While we do love instant communication please keep in mind that staff are not always available to answer immediately during the school day as they may be teaching. Further, staff may not always be available outside of school hours to receive or reply to messages but will get back to you when able to.

**Student Sign-In/Sign-Out During the School Day:**

If you need to sign your child out for a medical appointment, counseling appointment, etc. you must send a note to school with your child or call the main office. Important information to include on your note is the date(s), the time of pick up, who is picking up your child, a contact phone number, and who the child's teacher is.

Students are considered late if they arrive at school after 9:00 a.m.. Students must be walked into the vestibule. Please buzz the door for the secretary to sign in your child. If your child is late due to medical appointments, counseling appointments, court appointments, etc. a note should be obtained to excuse their tardiness.

**Six Day Cycle:**

At Cumberland Head Elementary we use numbers to identify days. Each day is designated with a number ranging from 1-6. The days progress in numerical order as the week goes on. For example, if Friday were day number 3, when we return after the weekend it will be day number 4. Should school be canceled for any reason, the day we return will be the same number of the canceled day. Once we get to day 6, the next day starts the cycle over again as day 1. Specials

are identified by days 1-6. It will be important to know the day of the cycle in order to pack accordingly for PE, art, music, etc. Please don't hesitate to contact your child(ren)'s teacher should you have any questions about our schedule.

### **Visitor Management & Visitor Policy:**

The Board of Education encourages parents and other district citizens to visit the district's schools and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits.

As a district, we use a visitor management system to track visitors coming into our buildings. This system requires visitors to provide state or federally issued photo identification to help screen visitors against national sex offender registries. We do this for the safety of our students and staff.

The building principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the school:

1. Anyone who is not a staff member of the Cumberland Head Elementary School is considered a visitor.
2. Every visitor that comes to Cumberland Head Elementary will need a license to be scanned into our system. It is not necessary to bring your license each time, your information will stay in the system and can easily be pulled up upon your arrival.
3. Visitors attending school functions open to the public, such as PTO meetings or public gatherings after hours, are not required to sign-in.
4. Parents/community members wishing to observe in a classroom must make arrangements with the classroom teachers in advance so that class disruption is kept to a minimum. Building Principal Permission is needed.
5. Any unauthorized person on school property will be reported to the building principal or his/her designee. Unauthorized persons will be asked to leave.
6. All visitors are expected to abide by the rules for public conduct on school property contained in the district's code of conduct.

## **Section 4: District Information**

### **District Custodial Precautions:**

Our policy allows students to be released to either parent unless a custodial parent supplies the school with a certified copy of a court order or divorce decree to the contrary. No student may be released from school to anyone other than the parent, guardian or child protective services personnel and law enforcement officers pursuant to law, unless the individual's name seeking release of the student appears on a list provided by the parent or guardian.

Parents or guardians may submit a list of individuals authorized to obtain the release of their children from school at the time of the child's enrollment. A parent/guardian may amend a list submitted pursuant to this regulation at any time, in writing. Certified copies of any **court orders\*** or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child, shall be maintained in the elementary principal's office. If

anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to school personnel.

*\*It is the responsibility of the parent to make the school aware of any legal custody agreements pertaining to their child(ren). A copy of legal custody papers, signed by a judge, should be submitted to the elementary principal's office.*

**Emergency School Closings:**

Each year 'snow days' are added to the school calendar to accommodate the possibility of having to close school due to inclement weather or other emergency situations. If it becomes necessary to close school, the announcement will be made by way of Parent Square, Facebook, Twitter, and [www.bcsdk12.org](http://www.bcsdk12.org).

\*If you would like a hard copy of any linked item, please call the elementary office at (518)-563-8321.

## **Section 5: Helpful Links & Resources:**

**District Acceptable Use Policy:**

<http://go.boarddocs.com/ny/bcsdk/Board.nsf/goto?open&id=AUUN8C5827DD>

**Attendance Policy:**

<http://go.boarddocs.com/ny/bcsdk/Board.nsf/goto?open&id=AUUN8C5827DD>

**District Code of Conduct:**

[https://go.boarddocs.com/ny/bcsdk/Board.nsf/Public?open&id=policies#  
Policy 5300](https://go.boarddocs.com/ny/bcsdk/Board.nsf/Public?open&id=policies#Policy%205300)

**ParentSquare:** <https://www.parentsquare.com>

**The Dignity Act:** <https://www.p12.nysed.gov/dignityact/>





## Beekmantown Central School District Exit Outcomes

### Responsible Citizen:

- Participates in self-improvement and in improving the quality of life of local and global communities.
- Exhibits values which include honesty, loyalty, trust, respect, and tolerance.
- Exhibits an understanding of social, cultural, political, environmental and economic issues.

### Self-Directed Learner:

- Assumes responsibility for and appreciates learning.
- Sets goals, strives towards and modifies goals as needed.
- Uses informational resources effectively.
- Recognizes and uses nonverbal indicators to appropriately act and react.

### Complex Thinker:

- Demonstrates creativity, curiosity, insight and flexibility in making and defending decisions.
- Effectively assesses, evaluates and interprets information for a variety of resources.
- Uses a wide variety of thinking processes with accuracy to resolve complex issues.

### Health Conscious Individual:

- Practices and maintains physical well being through fitness, hygiene, safety, self-discipline, pride and appearance.
- Achieves and maintains emotional well-being and self-confidence through self-reliance, humor, self-esteem and a positive attitude.
- Makes positive healthy choices based on personal values, standards and goals.

### Collaborative Worker:

- Cooperates and works effectively with people toward a common goal.
- Listens to and respects the ideas and opinions of others.
- Maintains individual characteristics while still being an integral part of the group.

**Beekmantown Central School District**

**2024-2025 School Year**

**September 2024**

S	M	T	W	T	F	S
1	<b>2</b>	<b>3</b>	<b>4</b>	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

No School & District Facilities Closed 9/02  
 No School - Superintendent's Conference Day - 9/03 & 9/04  
 First Day of School for Students 9/05

**December 2024**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	28
29	<b>30</b>	<b>31</b>				

No School 12/23 - 12/31  
 District Facilities Closed 12/24 & 12/25

**March 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	<b>14</b>	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PreK-5 Early Release (Parent/Teacher Conference) 3/13  
 No School - Superintendent's Conference Day 3/14

**June 2025**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	<b>19</b>	<b>20</b>	21
22	23	24	25	26	27	28
29	<b>30</b>					

Regents Exams 6/4, 6/10 & 6/17- 6/25  
 No School & District Facilities Closed 6/19  
 Early Release (PreK-8) 6/25 - 6/27  
 HS Graduation 6/27

\*Please note that this calendar is subject to change. NYSED regulations require districts to use vacation days after all emergency release days.

**October 2024**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	<b>14</b>	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

No School & District Facilities Closed 10/14

**January 2025**

S	M	T	W	T	F	S
			<b>1</b>	<b>2</b>	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
26	27	28	<b>29</b>	30	31	

No School & District Facilities Closed 1/1 & 1/20  
 No School - Superintendent's Conference Day 1/02  
 No School 1/29  
 Regents Exams (PreK-8 In Session) 1/21 - 1/24

**April 2025**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	<b>18</b>	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26
27	28	29	30			

No School 4/18 - 4/25  
 District Facilities Closed 4/21 & 4/25

NYS Testing Schedule

ELA 6 (Blue)	4/8 & 4/9
ELA 7 (Blue)	4/15 & 4/16
ELA 8 (Blue)	4/29 & 4/30
ELA 3-5 (Blue)	4/9 & 4/10
Math 6-7 (Blue)	5/7 & 5/8
Math 8 (Blue)	5/6 & 5/7
Math 3-5 (Blue)	5/14 & 5/15
Science Grades 8 (Written) (Blue)	5/6
Science 3-5 (Blue)	4/29
HS Finals	6/11 - 6/13
MS Finals	6/11 - 6/18
Regents (Blue)	1/21 - 1/24
Regents (Blue)	6/4, 6/10, 6/17 - 6/25

Unused Emergency Days

- School will be closed in the following order:
- 5/23
  - 5/23, 3/28
  - 5/23, 3/28, 4/28
  - 5/23, 3/28, 4/28, 3/27
  - 5/23, 3/28, 4/28, 3/27, 3/21

**November 2024**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	<b>11</b>	12	13	14	15	16
17	18	19	20	21	22	23
24	25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	30

No School & District Facilities Closed 11/11  
 No School (PreK-12 - Parent/Teacher Conference) 11/26  
 No School & District Facilities Closed 11/27 - 11/29

**February 2025**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	22
23	24	25	26	27	28	




No School 2/17 - 2/21  
 No School & District Facilities Closed 2/17

**May 2025**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<b>26</b>	27	28	29	30	31

No School & District Facilities Closed 5/26

**Key**

- Days in Bold = No School
-  = District Facilities Closed
-  = Early Release for Students  
PreK-5 (11:30 am)  
MS (10:30 am)
-  = NYS Exam Dates

