BEDFORD HILLS ELEMENTARY SCHOOL
STUDENT HANDBOOK

2025 – 2026

Dream and Believe, Learn and Achieve

914-666-2708
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BEDFORD HILLS ELEMENTARY SCHOOL

123 Babbitt Road
Bedford Hills, NY 10507

C. Zbyněk Gold
Principal

Phone: (914) 666-2708
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September 2025

Dear Parents and/or Guardians,

Bedford Hills Elementary School is an especially rich, vibrant and warm environment in which your children grow and learn. A talented staff of teachers, paraprofessionals, office personnel and custodians all work together to establish the very best atmosphere and setting to enrich each child's educational experience.

Likewise, the Bedford Hills parents are deeply involved and committed to helping their school be the very best. With their help, a myriad of programs are available to the students. A wide range of after-school activities, special assemblies, field trips and classroom events are possible through their efforts and support.

This student handbook has been developed to provide information that may be helpful to you in understanding your child's school. The handbook describes our school and its programs and outlines various procedures with which you may need to become familiar. Please read this material carefully and review pertinent areas with your child. Please feel free to suggest improvements or additional topics to be covered in this handbook.

We welcome and encourage your involvement in your child's education. Please make every effort to attend the functions and programs throughout the year.

If you have any questions or concerns, do not hesitate to contact your child's teacher or me. We look forward to serving you and your children and helping them blossom into young adults and great citizens.

Yours truly,

C. Zbynek Gold

C. Zbyněk Gold
Principal

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SCHOOL HOURS
School hours are from 8:45 a.m. to 3:20pm. On half days, students are dismissed at 11:30am. Students should arrive by 8:50am. Instruction begins promptly at 9:00am.

ARRIVAL
Children who do not ride the school bus should not arrive at school before 8:45am unless they are coming for breakfast. No supervision is available until that time. Breakfast is available in the cafeteria starting at 8:35am.

From 8:45 to 8:55am: Children driven to school who are in grades K and 1 or have a younger sibling in those grades should be dropped off in the back of the school on Bedford Avenue. Parents should approach from North Street and wait for a staff member to help the child from the car. All children in grades 2-5 without a younger sibling should enter through the front entrance of the school. Cars should enter through the main parking area and stay in a single line with only children in the first few cars being let out by a staff member, preferably on the driver's side. Cars are not permitted to pass while children are being discharged from their cars.

After 8:55 a.m.: Drive into the parking lot and have your children enter through the front door of the school.

Any visitor entering the school must do so through the front door (at Babbitt Road), **sign in at the window and obtain a visitor's badge. If visiting the school between 8:00am and 4:00pm, you must be "buzzed in" by someone in the office. Please ring the bell on the right side of the front doorway, look up into the monitor which is also on the right side, and once you have been identified, you will be "buzzed in". Please be prepared to show a government issued ID if the office staff requests.**

Crossing guards are stationed on Babbitt Road at Buxton Road and North Street from 8:30 – 9:00am and 3:00 – 3:30pm.

BULLYING PREVENTION
Bullying in any form is not tolerated in our school or at school events. We follow these simple rules:
1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

LUNCH/RECESS
The lunch period is approximately 45 minutes long. Approximately 20 minutes is for student dining and 25 minutes for supervised play. During inclement weather, students will play quiet games in the classroom.

DISMISSAL
For safety, the school uses an automated system to track the dismissal plan for each student. The instructions for updating your child(ren)'s dismissal plan is included in the August electronic mailing. Parents should use School Dismissal Manager (SDM) to report absences and changes in dismissal plans by 1:00 p.m. on full days and 10:30 a.m. on half days. At dismissal, students who are "picked up" by car are dismissed first. Parents, or other adults designated by the parent, picking up students, must go to Bedford Avenue. Parents must display the signs sent home to them with their child's name and grade on it as proof they are authorized to pick up the child. All students will be dismissed starting at 3:05pm and concluding by 3:15pm.

If a parent does not bring the sign issued by the school, they will be directed to the front of the school where they will need to park, come to the front door and show ID before the child is released to any adult. If parents need additional copies of the sign, please contact the office.

For the safety of students and adults, students designated as walker may not be picked up in the parking lot. Students who walk are dismissed next, followed by students riding the bus. A staff member will accompany students riding buses to the bus area.

No student will be permitted to leave the school building or grounds without parental permission. When a student is to be dismissed early, which is strongly discouraged, the student must be picked up at the front door by the parent, or person who had been authorized, by the parent/guardian.

EARLY DISMISSAL
On days when school is dismissed at 11:30am (i.e., for parent conferences), lunch will **not** be served.

PARKING
Please use the parking lot unless it is full. Parking on Bedford Avenue is limited, and parking on Buxton Road is prohibited during school hours. Please observe the posted signs. Please do not park along the driveways or in illegal parking spaces; space is tight, and this creates hazards for drivers and pedestrians. The bus circle is for **buses only** from 8:30 - 9:00 a.m. and from 2:30 - 3:30 p.m. Do not park or turn in the circle during these times.

TRANSPORTATION
Children riding school buses to and from school are required to do so daily unless the parent/guardian specifies otherwise using SDM. It is for the child's safety and well-being that this policy is strictly enforced.

If a child's destination requires he/she ride another bus, the parent/guardian must specifically indicate the child's destination when inputting the change in SDM. If a child is a walker and must ride a bus, again, the specific destination must be included when entering the change in SDM. It is important to note that if a specific bus is crowded with students who are regularly assigned to the bus, "extra" students (play dates etc,) may not be permitted to ride the bus. Prior approval is necessary.

BUS BEHAVIOR
It is assumed that common sense and good manners will prevail at the bus stop and while students are riding the buses. Parents and students have a responsibility in maintaining high standards of behavior. Conforming to rules and expectations is **expected** of all students. Students are expected to remain **seated and belted**, use appropriate language and display proper behavior.

Bus drivers will report students not following expectations in writing to the principal who will speak to the child and inform the parents if necessary. **In instances of serious or recurring infractions, or when the safety of students is jeopardized, the privilege of riding the bus may be denied.**

Regulations of the NYS Department of Transportation, who is responsible for the enforcement of regulations regarding safety on school buses and public transportation, have indicated a very strict interpretation of the code concerning baggage on school buses. The net effect of these regulations is to forbid the carrying of any article on a school bus that could block an aisle or become a missile in the case of an accident.

Pursuant to these regulations, please be advised that the following items are not to be carried on school buses:

- Sports equipment that would pose a danger, i.e., hockey sticks, skates without guards, bats, etc.
- Any musical instrument or other object that cannot be carried comfortably on the **student's lap.**
- Any other item of like nature that might pose a safety threat.

CLOSING SCHOOL (Emergency Closing)
Radio stations WHUD100.7FM, WFAS1230/AM or 103.9/FM, TV Stations BCSD-TV (Cablevision 18, FiOS 1982), ABC, Fox 5, CBS, NBC and News 12 will broadcast announcements of emergency school closings. Closings will also be posted on the District website www.bcsdny.org and www.LoHud.com as well as on Twitter @bcsdnotes and Facebook (www.facebook.com/BCSDNY). A recorded message will also be placed on the District phone at 914-241-6000. Decisions to close schools for emergencies may occur at any time during the day, even after school is in session. Parents should have plans established for the care of their children in such emergencies. Parents will be notified by the District's automated emergency calling service when a decision is made to close school once the school day starts. **It is imperative that parents keep the school informed of any changes of telephone numbers.**

ABSENCE AND TARDINESS
A child's absence must be reported to the school using SDM or a call should be made to the school office, 666-2708, prior to 8:00am if possible. If an absence extends for more than one day, the absence must be reported for each day. If SDM is not used, upon return to school the child must bring a note containing the dates and specific reason for the absence. **N.Y. State law requires this note.** A letter from the principal will be sent to a student's parents when a student has been absent or tardy for more than 10 days. If the child is hospitalized or absent for an extended period, application for home tutoring can be made. State law also requires that a written explanation must accompany any tardiness. The only

reasons for school absence are illness or fulfillment of religious obligations. **If a child is absent from school, they may not participate in after school or evening activities on that day.**

CLASS PLACEMENT

A great amount of time and thought is given to how students are grouped in a class for the following year. During the spring of each year, parental input is sought, and then a series of meetings is held with present grade level teachers, other support personnel and the principal. In these meetings each child's academic, social, emotional, and behavioral needs are considered, as well as possible teacher and peer relationships and parental input from a questionnaire sent home. The team then works together to group students into classes. The goal is to provide an optimal learning environment for each student, design heterogeneous groups, and to form the best possible balance or "mix" of students for each class.

After initial classes are formed, proposed class lists are given back to classroom and support personnel to review. Proposed class lists are also shared with special area teachers for review. The initial placement team then meets again to discuss the input received and determine if any adjustments need to be considered. If as a parent, you feel something about your child is not known and you would like the team to be aware of, please feel free to meet with the principal or talk with your child's teacher. **Requests for specific teachers, however, cannot be honored.**

FIELD TRIPS

Field trips are an important part of our educational program. They provide students a special kind of learning through first-hand experiences that cannot be experienced in a classroom. There are many worthwhile sites for field trips both within walking distance of the school and within reasonable driving distance. For trips requiring transportation, students will ride buses approved by the BCSD Transportation Department.

Parental permission forms are to be signed prior to each trip and the school encourages all children to participate in the trip. The Bedford Hills Elementary School Association and the students pay bus transportation and attendance fees.

The trips are planned by a grade level team with related educational objectives in mind. Parents may be asked to help in any one of the many stages of planning and often are invited to participate as chaperones. The teachers will decide who will chaperone each trip based on the trip activity, trip location and class profile. **Since safety and supervision of children is of paramount importance, we cannot allow siblings on trips.**

AFTER SCHOOL ACTIVITIES

Provisions may be made for some after school activities. Specific dates, programs and participating age groups are announced prior to each session.

HOMEWORK

Homework is an important connection between home and school. Homework helps children review, extend, or supplement their class work and helps them develop responsibility and good study habits.

Homework assignments may be extensions, enrichment, or a review of school experiences. Some work may be completed independently; other work may require parental input and guidance.

Parents often wonder whether they should help their children with homework. A child should be encouraged to begin the assignment and to complete as much of it alone as possible. Anything a parent can do to clear up misconceptions or remove confusion is helpful to a student. In certain subjects, however, a parent assisting his/her child should be especially careful to follow the procedure and approach used in the classroom.

Homework is assigned at each grade level in increasing quantities and levels of sophistication. The children are expected to read for 20 to 30 minutes nightly in addition to other homework. Homework times and days will be adjusted for special circumstances, i.e. testing weeks and holidays.

The usual homework times and days are:

Grade Level	Time/Days (in addition to nightly reading)
Kdg.	0 to 10 minutes on an occasional basis
1st	10 to 20 minutes on weeknights
2nd	20 to 30 minutes on weeknights

3rd	30 to 40 minutes on weeknights
4th	40 to 50 minutes on weeknights
5th	50 to 60 minutes on weeknights for regular assignments and on weekends for occasional assignments and long term projects

It is expected that children will complete all assignments and that the work will be of high quality. If your child is experiencing difficulty, please call the teacher who will work with you.

If a child does not complete homework assignments, the teacher will notify parents. Consequences may result if homework is not being completed. These consequences will depend upon the child's individual needs and grade level, i.e., the child may be required to stay in at recess or lose a privilege. Should homework problems persist, the principal will be apprised of the situation.

The **Home/School** folder is the best way for homework to be sent home and returned to school. The folder has a special section marked just for homework. Children should bring the folder home nightly to aid in home/school communication.

NEW ENTRANTS
Kindergarten children must be five years of age on or before December 1 of the year of entry. First graders must be six years old on or before December 1 of year of entry or have completed a kindergarten program in another school. New York State Education Law requires all children entering and attending school to be immunized against diphtheria, polio, measles, rubella, mumps, Hepatitis B and varicella.

ATTIRE
Children and parents are responsible for the way students dress. It is assumed that children will dress appropriately for the weather and activity. In warm weather, appropriate shorts, tops/shirts and shoes may be worn. During cold weather, warm clothing and appropriate shoes/boots are necessary for recess, as students go outside most days. Please know that temperatures vary throughout the building and having an extra sweater in school may be helpful. Hats are not to be worn inside the building and sneakers are necessary for physical education classes. Flip flops are not permitted as footwear at any time during the year.

LOST AND FOUND
A lost and found has been designated in the cafeteria. When a child has lost something, he/she should notify the teacher and immediately check the lost and found. To minimize the number of articles permanently lost, identifying labels or tape should be placed on all items.

PERSONAL PROPERTY
Game Boys, smart watches, trading cards of any kind, and electronic games are **not permitted** in school. In addition, gadgets, "collector's" items, snacks and money are not to be exchanged at school. Many hard feelings result from such exchange practices.

TELEPHONES
Students will not be permitted to use the school telephones to call for forgotten books, homework, instruments, concert attire, play dates, etc. They may call to request permission to stay for extra help, for the purpose of discipline, or in the case of an emergency. Cell phones are not permitted in school. If they are brought to school, they must remain off the entire day and kept out of sight. Taking pictures or video with cell phones or other devices is strictly forbidden.

SNACKS
Students are responsible for bringing a nutritious snack from home each day.

TESTING PROGRAM AND EVALUATION
The district-wide testing program is as follows:

GRADE	STATE
3	NYS English Language Arts (ELA) NYS Math
4	NYS ELA NYS Math
5	NYS ELA NYS Math NYS Science

Standardized testing is important to our academic program. It provides one measure of academic aptitude and achievement. It can help call attention to students' needs and provide some longitudinal information for assessing student progress and for evaluating programs.

Evaluation and diagnosis are continuous responsibilities of the teacher and specialist. Many opportunities are available for student assessment, both with and without grading. There is no one "best means" for evaluation. Generally, a combination of devices, techniques, activities and observations gives the most accurate picture of the student.

REPORTING TO PARENTS

Parents and teachers agree that the parent-teacher conference is the most effective means of reporting a child's progress in school. The person-to-person meetings lead to mutual understanding of the child's strengths and weaknesses and a meeting of the minds regarding the kind of support and encouragement needed to promote improvement. The parent-teacher conference provides a time and a means for exchanging information about the child. The child's progress can be measured against his/her starting point and an individually prescribed goal can be set. The teacher will have information available about the child's learning experiences, attitudes and work habits at school.

Parents can furnish important data regarding the child's interests, attitudes and responsibilities at home. The conference offers an opportunity to discuss realistic and appropriate expectations for the child. When necessary, parents and teacher may form a partnership of shared responsibility to help the child. Dates for follow-up progress reports can be arranged.

The initial conference provides an opportunity for the parents and teacher to become acquainted and to discuss the general educational goals for the year. It is an opportunity for the teacher to enlist the cooperation of the parents in carrying out school objectives and to establish a positive working relationship between home and school.

The second conference provides an opportunity for the teacher to discuss the work and the growth of the child during the school year, to update academic and social goals and to recommend continuing study, when necessary.

The Student Report Card is a cumulative record of a child's social and academic performance. There are three marking periods. Parents meet with the teacher at a scheduled conference during the first marking period and after the second report card. All report cards will be available electronically on ParentVUE.

The final report shows **all** the grades and comments, and a summary of the child's performance for the year. A copy of the report card is kept in the child's permanent record folder in the school office.

OTHER COMMUNICATION

Notices are sent home from school on Tuesday and Thursday. We encourage all parents to take advantage of the electronic backpack system where most notices are placed on the BHESA website and parents are sent a summary email with a link to the website. Parents should check the Home/School folder daily. Notices of important events or extraordinary individual student reports are sent to non-custodial parents upon request.

PARENT CONFERENCES

Teachers will confer with all parents at least twice during the school year. Additional conferences may be scheduled at the request of either the parent or teacher. Mandated parent conferences will be held during the following months:

October	Fall Conference Period
March	Winter Conference Period

Ordinarily, conferences will be between 15 minutes and 20 minutes in length. If more than one teacher is involved, arrangements should be made for their participation. When two attempts to make mutually convenient conference dates have been unsuccessful, the teacher will attempt to hold a telephone or video conference.

When a conference has been canceled in advance, every effort will be made to reschedule that conference.

It is our hope that every parent will be able to participate in at least one conference during the course of the school year. The conference is the time when discussion, as well as reporting student progress, takes place with the parent and everything possible should be done to maintain this important home-school connection.

At the parent-teacher conference, you may want to give answers to questions like these:

- How does your child feel about school?
- Does your child have any health problems that we should know about; i.e., sight, hearing, allergies, diet, etc.?
- How well does your child accept responsibility at home?
- How does your child spend free time?
- Does your child have any hobbies, special interests or abilities?

You may want to discuss questions like these with the teacher:

- Is your child working up to his/her ability in academic subjects?
- Is your child working on, above, or below grade level in academic subjects?
- What special interests and abilities does your child display?
- What work habit is your child developing?
- How does your child get along with classmates? With adults?
- How well does your child accept responsibility at school?
- What problems or difficulties, if any, is your child experiencing?
- What plans for help should be considered?

ACCIDENTS AND INSURANCE

Should an accident occur at school, the school nurse or a school staff member will administer first aid. If additional attention is necessary, the parent will be notified.

When a serious accident occurs and immediate attention is required, the school will notify the parents of the steps that have been taken and request approval for action that cannot be delayed. It is imperative that parents leave an emergency contact and telephone number in case they cannot be reached.

In the event of an accident at school requiring medical attention beyond the usual first aid care, our school nurse files an accident report. Parents are not required to file any forms concerning accidents.

HEALTH SERVICES

All students of the school district are provided health services according to New York State requirements. The school nurse works collaboratively with students, parents, teachers, and other professionals to promote optimal health for the students. The school health program supports education. Health records are kept for each student and health appraisals are kept according to New York State Law.

HEALTH APPRAISAL AND REFERRALS

1. A medical examination is required on entrance to school, and routinely in Kindergarten and grades 1, 3, 5, 7, 9 and 11. Forms for these examinations can be found on the district website or, when requested, can be mailed to parents or can be obtained from the school nurse. The family physician should perform the examination because of his or her more specialized knowledge of the child's history and family. School authorities may require a physical examination at any time that it is felt to be necessary.

2. Vision screenings are done by the school nurse for students in Kindergarten and grades 1, 3, 5, 7 and 11. Hearing screenings are done annually for students in Kindergarten and grades 1, 3, 5, 7 and 11. Parents are notified of any positive findings and if referral to the family's physician or a specialist is recommended.

3. Annual scoliosis (curvature of the spine) screenings are done for girls in grades 5 and 7 and for boys in grade 9. If identified and treated early, further curvature to the spine may be prevented.

HEALTH SUPERVISION

1. Once a year, parents are asked to verify and update demographics information on ParentVue listing places where parents can be reached and alternative telephone numbers and contacts should the student become ill or injured in school. Please be sure the emergency contacts are local and are able to be reached.

2. The school nurse is authorized to perform first aid services only, and to assume responsibility for follow-through with parents and file reports of school emergencies.

3. New York State Education Law requires all children entering and attending school to be immunized against diphtheria, polio, measles, rubella, mumps, Hepatitis B and varicella.

4. If your child has special health needs it is essential that you contact the school nurse so that this information can guide school personnel in proper health counseling and program modification.

5. The school nurse maintains records and reports for all students and participates in planning school facilities and programs conducive to good physical/emotional health and safety of students and staff.

6. **School medication administration policy --** As outlined in the Nurse Practice Act and in the provisions of the New York State Education Law, school nurses and other school personnel are not allowed to routinely dispense any medications in school. Students, as well as school personnel, cannot even be given aspirin tablets or cough drops. However, there may be times when it is necessary for a student to be given a medication during school hours. If so, the following requirements must be met:

   A. The parent and the physician must complete a two-part medication form. This form is available from the school nurse or on the district website. No medication can be given unless this form is completed and on file in the school health office.

   B. The parent must deliver the prescribed medication to the health office. It must be in the original container with attached label as purchased from the pharmacy. No student is to bring any medication into school at any time nor is he/she to self-medicate.

   C. When the medication is no longer to be given to a student during school hours, the unused supply of medication and its container will be destroyed unless claimed by the parent.

   If the above-mentioned requirements are not fulfilled, we cannot dispense any medication.

PSYCHOLOGICAL SERVICES

Bedford Hills Elementary School has the services of a full time school psychologist. The range of services offered includes counseling for children, parent consultation, teacher consultation, diagnostic evaluations and assistance with the special programs for children who have been declared educationally handicapped. In general, the school staff make referrals, but parents may make direct contact if they wish. She also sees students in classes and informally to help them resolve conflicts with friends or other issues. Students may be invited to lunch groups with friends as well.

TIERED SUPPORT AND SPECIAL EDUCATION SERVICES

A variety of services is offered within the BHES program. The inclusion program at Bedford Hills Elementary School services children who need remedial as well as those who need supplemental work in diagnosed areas of weakness. The children receive services in small groups, individually or within the classroom from the learning specialists, classroom teachers, tiered support services teachers, speech/language therapists or elementary coordinator. There is consistent, regular communication and assistance to the classroom teachers concerning the individual child's classroom needs. Collaborative planning and co-teaching with classroom teachers are ongoing.

In addition to working with the children and teachers in the inclusion program, our speech/language therapist works with children in a more specialized program when needed. The therapist screens all incoming Kindergarten students during the screening. When needed, remediation is offered in a small group setting.

The goal of the inclusion program is to provide the kind of instructional support to students and teachers that results in the students' success in the regular class and stimulates educational and emotional growth.

The Enrichment Program is designed to provide enriched, extended and/or accelerated learning experiences to identified students from a continuum of services. Such services might include classroom clusters with a tiered support teacher and regular teachers co-teaching a lesson. Mentoring, enrichment programs, differentiated instruction, counseling, or independent research are other ways to help students maximize their potential.

At the elementary level, there is a screening process to identify gifted students. Screening is administered in second grade with all students being tested via the Cognitive Abilities Test (CogAT).

For additional information on Enrichment Services, please see the district website – www.bcsdny.org

ENGLISH AS A SECOND LANGUAGE (ESL)

English as a Second Language (ESL) is both a pull-out and push-in program, which is offered to students who speak a language other than English at home. The ESL teachers work with students on expanding and improving vocabulary, language, and developing reading and writing skills.

All ESL students and potential ESL students are given diagnostic tests that determine their entry into and exit from the program.

The parents of the ESL students also receive support from the ESL teachers. They participate in parent-teacher conferences, communicate with and support parents in acculturating to the school community.

ELEMENTARY COORDINATOR

The Elementary Coordinator (EC) is a hybrid position that works at both the building and district level. The Elementary Coordinator supports teachers in implementing curriculum, participates in RTI meetings and works with all staff to support students. At the building level, the EC leads professional development sessions, coordinates and supervises state testing, plans for Kindergarten screening, works as a liaison with outside consultants and coordinates parent teacher conference scheduling. The EC assists the principal on a daily basis with administrative-type responsibilities and is second-in-command when the principal is not in the building. At the district level, the EC collaborates with other elementary and district coordinators to develop and enhance curriculum, align assessments and work to develop consistency amongst the five elementary schools.

COMMITTEE ON SPECIAL EDUCATION (CSE)

It is the responsibility of the Committee on Special Education (CSE) to review and recommend special education programs for children with specific issues affecting their education. Children suspected of having an educational handicapping condition (i.e., learning disability, physical, emotional, neurological) may be referred to the CSE by parents as well as members of the school staff. This referral process to the CSE is done with parental knowledge and participation.

If it is determined by the CSE that a child does have a handicapping condition, the committee must make recommendations to the Board of Education for an educational program that is appropriate to the child's needs. These meetings, at which the CSE considers the child's profile and his/her educational and related services needs, are held with the child's parents present.

RESPONSE TO INTERVENTION (RTI)

The RTI Team is a team of specialists who meet weekly. The team's members are: school principal, special education resource teachers, speech/language therapist, psychologist, elementary coordinator, tiered support teachers, a classroom teacher and, at times, other auxiliary personnel.

The team's main functions are to provide suggestions and assistance to classroom teachers in teaching strategies to students who are not meeting with school success, and to provide and recommend services and program(s), which will assist in the student's growth and progress.

The team's members and the classroom teacher collect student data and identify the strengths and weaknesses of the referred student. The identification of students with learning difficulties comes through a variety of means such as teacher

observations, standardized tests, diagnostic evaluation or parental information. Students' progress is monitored and reviewed regularly.

ELEMENTARY COMPUTER PROGRAM

We envision a technologically rich educational environment that prepares students to be lifelong learners and productive, responsible members of their global community. We believe that the achievement of these goals must be a collaborative effort, involving the school, the parents, and the community. As we strive to address the individual learning needs of our diverse student population, we see technology as a key component in successfully meeting this challenge.

Promethean Panels and Chromebooks are available for use in grades K-5. It is our expectation that students who attend Bedford Hills Elementary School will attain the technology skills necessary to function successfully in middle school.

STUDENT RECOGNITION

Students are acknowledged for their positive efforts and accomplishments in school and in the community. Please let us know of any special events in the community so we can recognize the students in school.

At the 5th grade moving up ceremony, the following criteria are used to select the winners of the following awards:

The George Morell Memorial Award
(Conflict Resolution Program Award)
Selected by the entire Bedford Hills Elementary School staff and fifth grade students, the recipient of this award is based on his/her demonstration of peacemaking and exemplary conflict resolution skills. The recipient of the award receives $100.

Lion's Club Citizenship Award
Selected by the entire Bedford Hills Elementary School staff and fifth grade students, the two recipients of this award consistently demonstrate outstanding citizenship qualities. Each recipient receives $50.

Guidelines for Visitors to the Bedford Central School

The Bedford Central School District welcomes visitors to our schools. The following is a set of guidelines that we ask you to follow during your visit:

1. All classroom visits must be made by appointment with the teacher or principal.
2. All visitors must be prepared to show a government ID.
3. A visitor's identification badge must be worn during the entire visit and returned to the office when leaving.
4. While in our schools, visitors should be mindful not to interrupt the learning process.
5. Personal pets are not permitted in the building except in unusual circumstances, and only with prior approval of the building principals or his/her designee.
6. Use of school equipment, including telephones, computers or copying machines, requires prior approval of the building principal.
7. While interacting with children:
    a. We expect that you shall be treated with courtesy by all and, in turn, show courtesy to all within the school.
    b. We do not permit corporal punishment under any circumstances.
    c. We do not condone inappropriate language under any circumstances.
    d. If a student is acting inappropriately, you can request that child's name and report that child to a teacher or the principal with a description of the behavior. If the student refuses to provide his/her name, we ask that you approach the next staff member you see and report the incident along with a description of the student.
8. When an emergency alarm is sounded (fire alarm or emergency evacuation), all visitors must leave the building. When in a classroom, please follow the lead of the teacher. In all cases, use common sense and be sure the health and safety of the children are of paramount concern.
9. Confidentiality regarding students and staff must be maintained at all times.
10. No child may be taken off premises or removed from a class without authorization from the principal.

TECHNOLOGY USE

The Board will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, will be subject to this policy. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the District.

Access to Inappropriate Content/Material and Use of Personal Technology or Electronic Devices
This policy is intended to establish general guidelines for the acceptable student use of the DCS and to give students and parents or guardians notice that student use of the DCS will provide student access to external computer networks not controlled by the District. The District cannot screen or review all of the available content or materials on these external computer networks, thus, some of the available content or materials on these external networks may be deemed unsuitable for student use or access by parents or guardians.

It is virtually impossible to completely prevent access to content or material that may be considered inappropriate for students. Students may have the ability to access such content or material from their home, other locations off school premises and/or with a student's own personal technology or electronic device on school grounds or at school events. Parents and guardians should establish boundaries and standards for the appropriate and acceptable use of technology and communicate these boundaries and standards to their children. The acceptable use standards outlined in this policy apply to student use of technology via the DCS or any other electronic media or communications, including by means of a student's own personal technology or electronic device on school grounds or at school events.

Standards of Acceptable Use
Generally, the same standards of acceptable student conduct which apply to any school activity will apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage.

District students must also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures and may be subject to further discipline in accordance with the District *Code of Conduct*.

Users of the DCS may not log on to someone else's account, attempt to access another user's files, or permit anyone else to log in to their own accounts. Users may not try to gain unauthorized access ("hacking") to the files or computer systems of any other person or organization. Assigned usernames and passwords must not be shared with others.

Students may not utilize the DCS to access social media, newsgroups, chat rooms, list servers, or other services where they may communicate with people outside of the School District (specifically including email) unless they are supervised by a teacher and have been given explicit approval to do so.

Students may not intentionally disrupt information network traffic or crash the network and connected systems; they must not degrade or disrupt equipment or system performance. Students may not add any software or applications to the School District’s network or computers or add to or modify any existing software or applications, without the express permission of the Technology Department.

Student data files and other electronic storage areas are considered District property subject to control and inspection. The Superintendent, or Designee, Computer Coordinator may access all files and communications without prior notice to ensure system integrity and that users are complying with the requirements of this policy. Students should not expect that information stored on the DCS will be private.

Notification
The District's AUP will be disseminated to parents and students to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

Adoption Date: March 17, 2021