

NETHERWOOD ELEMENTARY SCHOOL



**2025 – 2026
School Year**

EVERYTHING YOU NEED TO KNOW ABOUT
NETHERWOOD ELEMENTARY SCHOOL

NETHERWOOD ELEMENTARY SCHOOL

P.O. Box 724
648 Netherwood Road
Hyde Park, NY 12538

Phone: 845-229-4055

Fax: 845-229-2797

WWW.HPCSD.ORG/NES

STUDENT PLANNER AND PARENT / STUDENT HANDBOOK

This planner belongs to:

Name: _____

Teacher/Grade: _____

Bus Route: _____

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

Welcome to Netherwood!

It is with great pleasure that I welcome you to Netherwood for the upcoming academic year. Our student handbook serves as an essential resource, providing you with important information.

We believe in fostering an environment where every student feels safe, supported, and challenged to reach their full potential. At Netherwood, we are committed to academic excellence, personal growth, and responsible citizenship. We expect each student to uphold our standards of integrity, respect, and hard work. Our school is more than just a building; it's a **community** built on shared values of respect, kindness, and a commitment to learning.

We encourage students to be active participants in their education, ask questions, seek support when needed, and always strive for their personal best.

Here's to a fantastic year of learning and discovery!

Warmly,

Josefine Wilber



EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

Daily Schedule and Routines

9:15-9:25	Busses arrive
9:10-9:25	Breakfast for students who want it
9:25	All Students may enter the building
9:40	Announcements and classes begin
11:20-1:50	Classes rotate through lunch and recess
3:25	Parents enter for pick ups
3:40	Students dismissed
3:50	Busses depart

There are no student pick-ups between 3:15 and 3:25 due to the disruption to the dismissal process. Exceptions are made for students in the nurse. If your child has an appointment, please pick up prior to 3:15 or wait until regular pick-up at 3:25.

An important note about parking: Parking on the hill in front of the main entrance is restricted during arrival and dismissal. To ensure the safety of children entering and exiting buses, cars are required to park in the lot to the right as you enter the property at these times.

Photo ID is required for all visitors to the building and must be shown when picking up your child. Please bring a photo ID with you each time you come to the building. A driver's license is required for entry to classrooms as it is the only way to complete our security checks.

WHO'S WHO

PrincipalJosefine Wilber
Email..... josefinewilber@hpcsd.org
SecretariesDeborah Mahler
Email.....deboramahler@hpcsd.org
Rebecca Baxter
Email.....rebeccabaxter@hpcsd.org
NurseChristy Latimer
Email.....christylatimer@hpcsd.org
PsychologistDana Galindo
Email.....danagalindo@hpcsd.org
Social WorkerErin Poole
Email.....erinpoole@hpcsd.org
School Counselor.....Rose Binaso
Email.....rosebinaso@hpcsd.org

A full staff directory can be found on our website.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

ABSENCE NOTES: All students who are absent from school must bring a signed note from home explaining the absence. Students without notes will be marked illegally absent. Please refer to the District Attendance Policy for further information on legal/illegal absences.

ATTENDANCE: All students are expected to be in the building for the start of the school day at 9:25 am, and to remain in class until the end of the instructional day at 3:35 pm. Appointments should be scheduled after school hours [Please refer to the “Dismissal” section in this handbook]. Bus drop-off in the morning is at 9:15 am, and bus departure is 3:45 pm. Please refer to the District Attendance Policy, available at www.hpcsd.org, for more information.

ARRIVAL TIME: Students cannot enter the building prior to 9:25 am. We do not have proper supervision for your child until that time. Please make other childcare arrangements before the school officially opens. The instructional day runs from 9:40 am until 3:40 pm. Students are considered late if they arrive in the building after 9:45 am

However, we do realize that there are circumstances that arise occasionally in which your child will arrive late. **Please accompany your child into the Main Lobby with a written note explaining the tardiness.** [For safety reasons, please do not drop your child off outside and send them into the building unaccompanied!]

BAND: Students who are studying a musical instrument are required to bring their instrument to school when band and lessons are scheduled. The band meets twice a cycle during the school day and will perform at school concerts. **Additional** rehearsals may be planned during the school year.

BREAKFAST: Our cafeteria offers a breakfast program for students upon the arrival of the buses in the morning (9:15). Students wishing to partake of this program report to the cafeteria, enjoy their breakfast, and report to their classrooms by 9:25 a.m.

BUS BEHAVIOR: All students riding the bus are expected to behave in a safe and orderly fashion. Students who are unsafe or act in a manner that is not safe and responsible will be subject to disciplinary action. All referrals from the bus driver are reviewed by the principal and may result in consequences outlined in the HPCSD Code of Conduct, such as parent contact, restorative consequences, loss of bus privileges, recess detention, and possible suspension for serious offenses.

BUS PASSES: If your child is to take a bus other than their regular bus home, **please send a note to school with your child** requesting a bus pass. Include the exact location where the student should get off the bus, as well as the bus route number. After showing the note to the teacher, the student will bring it to the office at the start of the day for a bus pass. *Please note that some buses are near capacity, and a pass may not be able to be issued.* For the safety of our students, we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed on the Emergency Form. **If your child needs to ride a different bus to school in the morning, please call the transportation department (229-4070) in advance to notify the bus department.**

CHORUS: There are three choral groups, Third, Fourth & Fifth grade, that perform at concerts and events under the direction of the music teacher.

Clothing: Students should wear clothing that allows for the active nature of elementary school. We strongly encourage students to avoid open-toed shoes and flip-flops since they are not allowed on the recess equipment.

CODE OF CONDUCT: Netherwood Elementary students are expected to follow three basic rules: Respect for self, Respect for others, and Respect for our environment. When student behavior falls outside these boundaries, appropriate disciplinary measures may occur. Information on the code of conduct can be found at the back of this handbook.

DISMISSAL: The instructional day runs from 9:40 am until 3:40 pm. We strongly encourage you to have your child present during this important learning time.

If you are picking up your student after school: Please park only in the lot to the right as you enter the property. Upon entering the school, please sign out your student in the appropriate binder. They will be called down to the cafeteria. The Office cannot call into classrooms after 3:15 pm as it is disruptive to the learning of the entire class.

We understand that emergencies and situations arise that make it necessary to sign out students early.

If you are picking up your child early: Please send in a signed note, indicating the time of pick-up and the reason, on the morning of the early release.

Emergency early pick-up: Please bring a signed note to the Main Office – the staff will call for the student. We cannot release the child to anyone other than those individuals listed on the Emergency Form. Identification will be checked by the Office staff. **For the safety of our students, we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed on the Emergency Form.**

EARLY RELEASE DAYS: On an early release day, students are dismissed at 12:30 PM. If your child is not taking the bus and getting picked up, please arrive in the pickup line by 12:15. If your child needs to be dropped off at a different stop on an early release day, please be sure he/she come to the office with a note to obtain a bus pass. For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed on the Emergency Form.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

EMERGENCY FORMS: At the start of the school year, each student will receive an emergency form to be completed by his/her parents/guardians. If during the course of the year, any of this information changes, please notify the office immediately.

ELECTRONIC DEVICES: Electronic devices are not allowed to be used by students at Netherwood. Any devices must be off and stored in school bags. If students are using cell phones, electronic games, or music players, the items will be confiscated. The first infraction students may pick them up at the end of the school day. With additional infractions, the items can be retrieved by parents from the main office. We encourage students to leave these devices at home. Important messages can be delivered to students through the main office. Lost or damaged devices are not the responsibility of the school.

FORGOTTEN ITEMS: If your child has forgotten something at home and you wish to bring it to school, please bring it to the Main Office.

HOMEWORK POLICY: All students are expected to practice their skills at home. The focus is for students to produce good quality independent work. While students may need some assistance completing their assignments, it is important that homework be a learning opportunity for your child. Caregivers should be aware of the expectations of the classroom teacher. If you are unclear of what is expected of your child or if you feel that your child is not successfully completing their homework on a regular basis, please reach out to your child's teacher.

INSTRUMENTAL MUSIC: In the spring, students in grade 3 are introduced to band and orchestra instruments. Those who wish may choose to receive instrumental music lessons as fourth and fifth graders during the school day. Please contact the band/orchestra directors for more information.

LOST AND FOUND: Items that are lost are placed in a bin in the gym lobby. Students are encouraged to check this area and retrieve lost items. Small items, such as jewelry and money, are placed in the lost and found in the office. In order to avoid lost items, please be sure your child's name is on items (especially lunch boxes, coats, hats, mittens and gloves) that he/she brings to school.

MEDICINE: If it is necessary that a student be given medicine in school, the parent must bring the medicine to school along with a form, signed by the physician, authorizing the administration of the medication. Do not send medicine with the child on the bus. This policy includes over-the-counter drugs as well.

MEET THE STAFF NIGHT: An opportunity to visit with your child's teachers and learn more about the programs at Netherwood. As the staff wants to focus on working with parents, we ask that students and siblings not attend this event. Individual parent conferences should be scheduled with the teachers for another time.

ORCHESTRA: Students who are studying a string instrument are also part of the school orchestra. Selected students will be invited to participate in the District Orchestra as well.

PARENT SQUARE: This is a mass communication system that the school district uses to send email, texts, and phone calls to district parents and staff. Messages will be sent to your computer or phone or you can download the free app. Go to <https://www.parentsquare.com/signin> to sign up.

PARKING: Please proceed cautiously when entering the Netherwood grounds!! Park in designated parking areas only. **For safety purposes, no traffic is allowed in and out near the main entrance** between bus arrival and departure (9:00 a.m. to 9:30 a.m. & 3:15 pm to 3:45 p.m.).

PETS: Animals are not allowed on the school bus at any time. Permission **must** be requested before an animal comes to school, for its safety as well as that of the children.

PHONE: Our phone number is 845-229-4055, and our fax number is 845-229-2797. Student use of the phone should be limited to emergency calls. **Student cell phones are not permitted to be used at Netherwood.**

PHYSICAL EDUCATION: Each student receives two periods of physical education per cycle (Kindergarten, 1st and 2nd will have three). Students must wear sneakers for class. If, for some reason, your child cannot participate in physical education, please send in a note from your child's doctor to our school nurse.

PHOTOGRAPHS: There are special events at school when photographs or videos are taken. These images may be used on the school or district website as well as on bulletin boards or in classrooms. Please send us a written notice if you **DO NOT WISH** to have your child's picture used by the Hyde Park Central School District for any reason.

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PTA: Netherwood's PTA meetings are held monthly at 7:00 pm. Dates are listed on the district calendar. All parents are invited to join the PTA and be involved in the many activities sponsored by the PTA for the benefit of Netherwood. The PTA does support, coordinate and plan many events during the school year.

President: Alyssa Lane
Vice President: Daniella Strang
Treasurer: Kerry Licari
Recording Secretary: Jess Petti
Corresponding Secretary: Nichole Washburn-Winne
Membership Chair: Brigette Hoffer
PTA Council Representative: Tanya Hall

Website: netherwoodpta.info

Meetings: Second Tuesday of the month at 7:00

RECESS: A 20-minute recess is held outside daily for all children. Students should be dressed appropriately for the weather conditions; this includes hats, gloves, and boots in the winter. Please know that open-toed shoes, especially flip-flops, are not appropriate footwear for the playground. Please be sure each item is marked with your child's name. **Students are sent out for recess unless the wind chill temperature goes below 20 degrees F.** If, for some reason, your child cannot participate in recess, please send in a note from your child's doctor to our school nurse. For safety reasons, only Netherwood students and staff are permitted on the playground during the school day.

REPORT CARDS: Report cards are issued every ten weeks. Parent-teacher conferences are scheduled directly with the classroom teacher. Hyde Park uses a standards-based grading system. Should you have questions about this system please contact your child's teacher or the Principal for more information.

SCHOOL PICTURES: The PTA arranges for a professional photographer to take individual and class pictures each year. The date will be announced. All children are photographed for the school computer system and to be included in the class picture, so should dress appropriately.

STUDENT SERVICES: Netherwood School offers a variety of programs for those students who qualify through the Response To Intervention process. These programs are designed to enhance the educational opportunities for our students and may include Speech Therapy, Physical and Occupational Therapy, Social Worker and Psychological services, as well as remedial reading, writing, and math. Please contact the Principal if you have specific concerns about your child.

STUDENT SIGN-OUT: Please send a signed note to school with your child, that he/she will be picked up that day and by whom. Your child will bring this note to the Main Office after the teacher has seen it. The main office staff will call for the child upon the arrival of an adult. We cannot release the child to anyone other than those individuals listed on the Emergency Form. Identification will be checked by the Office staff. For the safety of our students we cannot accept phone calls, faxed notes, emails, or signed notes presented by individuals not listed on the Emergency Form.

STUDENT PICK-UP: Please do not pick your child up between 3:00 and 3:30 p.m. without prior written notice, unless it is an emergency. We will not interrupt classes between those times. Please plan to pick up your child prior to 3:00 pm. when necessary.

TESTING: There are a number of district and state required assessments, including: State ELA in grades 3, 4 & 5, State Math in grades 3, 4 & 5, State Science in grade 5, and the Measures of Academic Progress (MAPS) in grades K-5. At Netherwood, we view assessments as one part of our instructional day and as only part of their overall academic achievement. We do not use any single data point to evaluate a child but look at the whole picture. You can help your child succeed every school day by ensuring a good night's sleep, breakfast, and a positive start to the day.

VISITORS: All visits to classrooms need to be pre-scheduled with teachers. Conversations and conferences with teachers must be scheduled outside of instructional time. Please enter the building through the main lobby and present your Photo ID for scanning. **Visitors must wear a visitor tag while on school property.**

VOLUNTEERING: The PTA sponsors numerous opportunities for parents to volunteer in service to the school. Additionally, classroom teachers may choose to ask for classroom volunteers. Detailed information for **Volunteering at Netherwood** is included in this handbook to further explain how your talents can best assist the education of our students. Please contact the Principal if you have questions.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

WEATHER-RELATED CLOSINGS: During inclement weather school may be closed, or the opening of school may be delayed two hours to allow time for the roads to be sanded. Please listen to local radio stations that will announce changes in the school day. Often a two-hour delay can turn into a closing, so please continue to listen to the radio. You may also call the District's updated information number, **229-4001**. **The most effective way to stay on top of closings and dismissals is to sign up for *SchoolMessenger* on the district webpage!**

YEARBOOK: Each year the PTA publishes a yearbook for the Netherwood School Community. Order forms come home with the students and yearbooks are distributed in June. Parents are welcome to volunteer to help with the yearbook committee.

Guidelines for Netherwood Citizenship

Respect for Self

Respect for Others

Respect for Our Environment

There is a specific set of social skills that children need in order to be successful academically and socially.

- C – Cooperation:** Children must have the opportunity to practice working together in many and varied ways all through the day. We can better accept differences when we work together and feel a sense of community and belonging.
- A – Assertion:** the ability to stand up for one's own ideas without hurting others and without negating others. Children must be coached and taught to do this. Children must be given the chance to practice in a "safe" environment where dialogue about one's ideas and feelings is encouraged. Without many opportunities to practice, children will have difficulty thinking for themselves in the face of peer pressure.
- R – Responsibility:** The only way to learn to be responsible is to have many opportunities to practice being responsible. Children need to begin with small amounts of responsibility and then gradually be given more as they meet with success. As adults, our most powerful teaching tool is trust and the belief in children's ability to come through in responsible ways. This we show in our words and in our actions.
- E – Empathy:** Our world is growing more and more diverse and complex. The best response to this is to learn how to accept and respect differences. Parents and educators want children to be capable of carrying out conflict resolution. Children must have empathy in order to be successful at conflict resolution. Adults must have empathy in order to teach children and their parents. Empathy gives us the capacity to care. Empathy comes from "knowing" others – Empathy grows from the practice of building relationships.
- S – Self Control:** The ultimate goal of discipline is that children will be in control of their own behavior and behave in an ethical manner. This skill grows gradually. In order to be in control of yourself, you must have many opportunities to truly practice the skills that are involved. The opportunities need to come in small increments that are manageable and will lead to success. In being proactive, teachers make sure children understand what's expected and give them many opportunities to practice before they are expected to do this on their own. The reward for ethical behavior is intrinsic—the good, proud feeling inside that comes from having done the "right thing." Like responsibility, self-control comes when adults trust and believe in the children they work with.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

Netherwood Playground Rules

Resolving playground issues:

During cooperative play, students may find themselves disagreeing with a friend over a kickball call, a turn on the slide, or any number of issues. Students must take responsibility for their problems first. To assist students with resolving disputes on the playground and around the school, we suggest the following strategies:

1. Try to talk it out:

HELPS:

H - Have a place to go to cool down and talk to each other.

E - Explain what made you unhappy. Use "I messages" such as "I feel _____ when you _____."

L - Listen, without interrupting.

P - Plan what to do to fix it.

S - Shake hands, or agree that the problem is resolved in some other way.

2. Solve disputes by playing rock paper scissors;

3. **Walk away and seek adult assistance if needed.**

Should the students be unable to resolve the dispute, the playground teachers and classroom teachers are always on hand to help.

The general rules for the playground are as follows:

- A teacher or monitor must be present at all times.
- Students cannot re-enter the school without permission.
- Clothing and footwear must be appropriate for playing outside and the weather conditions.
- Respect peers and adults.
- Keep your hands and feet to yourself.
- Do not climb on trees, fences, or swingset poles.
- Do not jump off of equipment.
- Play in designated areas only.
- There will be no touch football or dodgeball.
- Food should remain in the cafeteria.
- Exercise caution when on the blacktop areas.
- If a student is injured, an adult should be notified immediately.
- The playground should be free of teasing, harassment, and bullying. Any of these behaviors may result in consequences outlined in the HPCSD Code of Conduct.

By following these general expectations, the playgrounds can remain fun, safe, and welcoming environments for all students.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

Volunteering at Netherwood

The Basics

A Netherwood volunteer:

- **Signs in** to the main lobby immediately upon their arrival. Please be sure to have your driver's licence.
- Wears an identifying **badge** during their time in the building
- Works under the direct **supervision** of District staff members. Volunteers may not supervise or work alone with students.
- **Cooperates** with school staff.
- Maintains the **confidentiality** of students, staff, and other volunteers at all times
- Respects the **privacy** of students, staff, and other volunteers in the building.
- Shows the same **respect** to staff members as you expect him/her to show you. Refer to your child's teacher as Ms./Mr. _____ in the classroom, not by first name.
- Makes other child-care arrangements for **preschool children**.
- **Share** special skills and talents with your child's teacher.
- Schedules parent/teacher **conferences** separate from volunteer time.
- Is **dependable, discreet, and reliable**
- Turns off **cell phones** when working in classrooms.
- Uses **building telephones** for school business and emergency use only.
- Knows that **smoking is not permitted** on school grounds or on field trips.
- **Asks** for help when in doubt.

The Work Room

As with all school spaces and resources, school staff members [teachers, TA's, secretaries, etc.] have first priority. If a staff member needs a space or resource you are using, please be courteous and allow them to complete their tasks first.

- die cut machine, paper cutter
- copy machine: Use upon teacher/PTA request only. The best times for using the copier are 9:30 am – 10:05 am and 3 pm – 3:30 pm. As always, check in with the Main Office before using the Work Room.
- Please allow staff members to interrupt your use of the machine if needed.

If any problems arise while using the Work Room, please notify the Main Office immediately.

Emergency Procedures: Fire Drills, Lockdowns, and Safety Drills

There is a laminated Emergency Response Chart hung in each classroom. In the event of an emergency, the appropriate announcement will be made so teachers can follow the procedures for that specific emergency.

Please do your part in an emergency situation by remaining with your class.

Please be aware of the exit from the room in case of a fire drill. A map of the exit routes used by each classroom/student area is posted in each room. Everyone should immediately leave the building by appropriate exits when the fire alarm sounds. Children are instructed to follow the teacher's directions and proceed outside with no talking – *please assist by modeling this behavior and by following the teacher's directions.*

Absence Procedures: It is important that you notify the teacher and/or the Netherwood Office when you are unable to fulfill your volunteer commitment. The Main Office can relay the message to the classroom teacher.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

Chaperone Procedure for Field Trips: Parents of Netherwood students may be asked to chaperone field trips. The classroom teacher and/or principal must approve any other adult relatives before the departure date. It is the desire of the faculty to have a wide involvement of parents for field trips and events during the school year while maintaining a ratio of students to adults that optimizes learning. Chaperones may be asked to pay for their admission. Specific guidelines are as follows:

- **Be a model:** A field trip is a part of the school day and an extension of the school curriculum. Follow the procedures and rules of Netherwood while away from the school building. Model, and expect proper behavior and language. Let the students see that you are paying attention when the teacher, principal, or featured speaker is talking.
- **Focus on the children:** Although chaperoning may be a good opportunity to meet other parents, you need to stay focused on keeping your group of students together and on task. Stay with your assigned students at all times. Be safety conscious.
- **Leave siblings at home:** Field trips are designed to reinforce what the students have been studying in class. The field trip won't be as meaningful to younger siblings, and they may distract you from your role as a chaperone.

ALL CHAPERONES MUST HAVE THEIR DRIVER'S LICENSE RUN THROUGH THE SECURITY SYSTEM THE DAY OF A TRIP. IF A COPY OF THEIR ID IS NOT IN THE COMPUTER THIS WILL REQUIRE A CHAPERONE TO VISIT THE SCHOOL, EVEN IF CHAPERONES ARE PERMITTED TO MEET AT THE EVENT. ANYONE WHOSE ID HAS NOT BEEN SCANNED WILL BE ASKED NOT TO INTERACT WITH ANY CHILDREN, EVEN IF THE TRIP IS TO A PUBLIC LOCATION.

Effective Ways to Work with Students

- **Be friendly:** Try to learn students' names and show interest in what they are doing
- **Encourage students:** Let students do their own thinking. Praise them when they accomplish a task or show appropriate behavior.
- **Use positive reinforcement:** Please encourage the students. Seek something worthy of a compliment, especially when a student may be having some difficulty.
- **Accept each student as he/she is:** Volunteers are not responsible for judging students' abilities, progress, or behaviors. This is the classroom teacher's responsibility.
- **Respect a student's privacy:** If a student or teacher reveals personal information, regard it as a confidence.
- **Keep your commitment:** The students will expect you and look forward to your coming.
- Maintain a sense of humor!

General notes about working at Netherwood

- Your work with our students and staff is sincerely appreciated!
- If you need a workspace in the building, please check with the building staff, and we will help you to locate an appropriate area.
- Instructional time is important, and we work very hard not to interrupt the teachers' time with their students. Check with the building principal before planning any events. All materials sent home must be approved by the Principal.
- Communication is the key to any endeavor – if you have any questions or concerns, please work with the building staff towards a solution!
- Should volunteering be disruptive to learning, opportunities may be restricted by the Principal for an individual or building-wide.

Thank you for being a part of our community!

EVERYTHING YOU NEED TO KNOW ABOUT
NETHERWOOD ELEMENTARY SCHOOL



**Hyde Park Central School
District**

Student Acceptable Use Policy

**HPCSD BOE POLICY 4526 -
COMPUTER USE IN INSTRUCTION (or ACCEPTABLE USE
POLICY)**

The District furnishes technology and provides access to the Internet (technology) to students, staff members and guests, in order to enhance learning and support communication. The District also requires that every staff member sign an Acceptable User of Technology Policy form located on the website annually. The District, at its discretion, may require contractors, vendors, consultants and other users to sign the Acceptable User of Technology Policy form. Access to District technology is a revocable privilege, and not a right. Use of District technology is monitored by the District and there is no expectation of privacy.

All users of the district's computer network and the Internet must understand that use is a necessity in a digital learning environment and this use entails personal responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may control certain kinds of online activity, access to specific websites, social media, other online resources and bandwidth usage.

Regulations and handbooks, to be developed by the Superintendent or designee, will provide specific guidance, as well as rules governing the use and security of the District's computer network. All users of the District's computer network and equipment will comply with this policy and related regulation. Failure to comply may result in disciplinary action, which may include but is not limited to, revocation of computer access privileges, suspension, or termination.

With increased concern about identity theft, it is very important for the district to protect the Personally Identifiable Information (PII) and privacy of our students. (Note that the district email address is not considered PII.) Thus, for any resource that requires an ID or permissions to the users' resources, prior to use of any cloud-based educational resource not already approved by the district, staff (or students via staff) must get approval from the Director of Technology. The Director will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.

The Superintendent or designee, working in conjunction with the designated purchasing agent for the district, and the Director of Technology, will be responsible for the purchase and distribution of computer software and hardware throughout the district. They will prepare and submit for the Board's approval a comprehensive multi-year technology plan which will be revised as necessary to reflect changing technology and/or district needs.

Cross-reference:
5300, Code of Conduct
5695, Student Use of Personal Electronic Devices

Revised: Dec 22, 2022
Adopted: Jan 12, 2023

Agreements

1. All users of the HPCSD network and equipment must comply at all times with the Hyde Park CSD Acceptable Use Policy #4526.
2. All users are accountable to all school, district, local, state, and federal laws.
3. All rules and guidelines are in effect before, during, and after school hours, for all HPCSD devices whether on or off the school campus.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

4. All files stored on HPCSD equipment, network, or associated cloud storage are property of the district and may be subject to review and monitoring.
5. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
6. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
7. Students may only log in under their assigned usernames. Students may not share their passwords with other students.
8. Any failure to comply with the rules outlined in this document, or in district policy, may result in disciplinary action. HPCSD may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
9. All users are expected to follow existing copyright laws and educational fair use policies.

Unacceptable conduct includes, but is not limited to, the following:

1. Gaining unauthorized access anywhere on the network
2. Revealing the home address or phone number of one's self or another person
3. Invading the privacy of other individuals
4. Using another user's account or password, or allowing another user to access your account or password
5. Coaching, helping, observing or joining any unauthorized activity on the network
6. Posting anonymous messages or unlawful information on the network
7. Participating in cyberbullying or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous
8. Falsifying permission, authorization or identification documents
9. Obtaining copies of, or modifying files, data or passwords belonging to other users on the network
10. Knowingly placing a computer virus on a computer or network
11. Attempting to access or accessing sites blocked by the District filtering system.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

HYDE PARK CENTRAL SCHOOL DISTRICT

Administration Offices: P.O. Box 2033, Hyde Park, New York 12538-8033
Telephone: (845) 229-4000
www.hpcsd.org

Dr. Pedro Roman
Superintendent of Schools

Melissa Lawson
Assistant
Superintendent for
Pupil Services
Phone: 845-229-4000

Linda Steinberg
School Business Manager
Phone: 845-229-4009

Parental Rights to Referral and Evaluation for Special Education Services or Programs

The Hyde Park Central School District offers support for students in general education such as psychological services, curriculum and instructional modifications and Academic Intervention Services (AIS). The Response to Intervention (RtI) team in your child's school may make a referral to the Committee on Special Education (CSE) if interventions have not been successful. In addition, parents and guardians have the right to refer their child to the Committee on Special Education (CSE).

A referral is a written statement asking that the school district evaluate your child to determine if he or she needs special education services. This written statement should be addressed to:

Joanna Murphy, Director of Special Education
PO Box 2033
Hyde Park, NY 12538

There is a requirement that the building principal offer to meet with you to discuss other ways to help your child. As a result, you may withdraw your referral, or ask that the referral process continue.

Additional information is available in English and Spanish in a document called, *A Parent's Guide to Special Education* at www.nysed.gov.

EVERYTHING YOU NEED TO KNOW ABOUT NETHERWOOD ELEMENTARY SCHOOL

HYDE PARK CENTRAL SCHOOL DISTRICT ATTENDANCE POLICY IN PLAIN LANGUAGE

A key component of academic success is consistent, full-day attendance. Missing class time can result in poor academic performance and lower student achievement. As part of its obligation to encourage students to attend school, the Hyde Park Central School District is committed to creating a safe, nurturing environment in our schools. In addition, individual schools are urged to develop their own incentives for encouraging attendance. More information on these building level incentives is available from the school office and school website.

The responsibility for attending school is shared by the student, parents and the district. Students have the responsibility to attend their regularly scheduled class or classes and to make up work that is missed for approved reasons. Parents have a responsibility to stress the importance of attendance and minimize the amount of class time their children miss. When absences, tardiness or early departures occur, parents are also responsible for notifying the school of the reason. Teachers have a responsibility for recording and reporting accurate attendance data and to provide students the opportunity to make up work that is missed for approved reasons. District administrators are responsible for maintaining accurate attendance records and notifying parents when missed instruction time (regardless of whether it is excused or not) may affect a student's academic performance. The district is also responsible for addressing the factors of excessive absenteeism that are under its control.

All children of school age and who legally reside within the Hyde Park School District are required to attend school every day that school is in session. New York State Law defines school age as the school year that a child turns six years old by December 1st until the end of the school year in which the student turns 16. The Assistant Superintendent for Pupil Services can assist in determining whether a child legally resides within the district.

In elementary schools, the classroom teacher will record attendance once each day. In secondary schools, the classroom teacher will take attendance during each class period, unless a class is self-contained, in which case attendance will be taken once at the beginning of the day. All absences, tardiness and early departure will be recorded as unexcused until the Building Attendance Officer receives a note from the student's parent or guardian indicating that it was for an excused reason.

Excused and Unexcused Absences

Excused absences are described as:

- Personal illness or injury
- Doctor/Dentist/Health Clinic Visits
- Illness of death in the immediate family
- Weather conditions or impassable roads, at the discretion of the principal
- Religious observance
- Quarantine
- Required court appearance
- Approved college visits
- Military obligations
- School sponsored events and programs
- Approved cooperative work programs
- Emergency first response
- Other reasons approved by the building administrator

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All absences must be accounted for. It is the parent's responsibility to notify the school office within 24 hours of the absence and to provide a written excuse upon the student's return to school. For homeless students, the homeless liaison will assist the student in providing or obtaining documentation if needed.

General Procedures/Data Collection

- Attendance will be taken during each class period.
 - At the elementary level, attendance will be taken each morning after the announcements, on a daily basis.
 - At the secondary level, attendance will be taken at the beginning of each class on a daily basis.
- At the conclusion of each class period or school day, all attendance information will be compiled and provided to the designated staff member(s) responsible for attendance.
- The nature of an ATED will be coded on a student's record.
- Student ATED data will be available to and must be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed routinely to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.
- Where consistent with other school practices, teachers and staff will address any students in the hallways who are absent from a class period without excuse and refer the students to the Building Principal.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATED's for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

Attendance Incentives

Each building will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance.

Attendance/Grade Policy Related to Absences

A designated staff member(s) will contact the student's parents and the student's guidance counselor in the event that a student's record reveals excessive ATED's, excused and/or unexcused. Excessive ATED's is defined as: 10% unexcused absences. Such staff member(s) will remind parents of the attendance policy, explain the ramifications of excessive ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation. Students identified as chronically absent will be considered for additional support.

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After a student has 3 consecutive unexcused ATEDs or a total of 5 ATEDs in a semester, this will result in monitoring and additional support, as needed. Those supports may include, for example, a phone call home, a letter sent home, regular check-ins, an attendance contract and/or home visits. However, absences related to homelessness will not result in negative consequences where the district determines that it would be in the best interests of the student in retaining the student in school.

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the building principal after making the report.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, each marking period a student's final grade may be based on classroom participation as well as student performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

Students with properly excused ATEDs may make up the work for each ATED. Every effort will be made to support any student who is absent.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lessons, field trips), may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason.

All students with an excused ATED are expected upon their return to consult with their teachers regarding missed work.

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Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question. Every effort will be made to support any student who is absent. Any final determination about make-up work, assignments or tests will be made in consultation with the building principal and/or designee.

Annual Review

The Board will annually review building-level student attendance records and, if such records show a decline in student attendance, the Board will revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Revised June 13, 2025

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Hyde Park Central School District

CODE OF CONDUCT Plain Language Summary

The Board of Education recognizes that a safe and orderly school environment is necessary for students and district personnel in order to provide a quality education without disruption or interference. To achieve this environment, responsible behavior is required of all students, district personnel, parents and other visitors that is based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

This document is intended to give students, parents, staff and visitors an overview of the expected behavior while on school property or attending school functions and the consequences when these expectations are not met. Expectations for acceptable conduct on school property or during participation in any school function are clearly described in the Code of Conduct that has been adopted by the Board of Education. Possible consequences of unacceptable conduct and the fair and prompt administration of discipline when necessary are also included in this document. Anyone interested in more information and specific details should obtain a copy of this document which is available on the district website www.hpcsd.org, or from the office of any school, as well as our District office.

The goal of the district is to assist students in learning self-discipline and to assume and accept responsibility for their own behavior, as well as the consequences of misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. The district expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment. In summary, students may not engage in behavior that is disorderly, insubordinate, disruptive, and violent or which endangers the safety, morals, health or welfare of others. In addition, students are expected to refrain from misconduct and from assisting another student in prohibited conduct.

Reporting Violations

All students are expected to promptly report violations of the Code of Conduct. Students may report to a teacher, guidance counselor, the building principal (or someone the principal designates) or any administrator in the building. Any student observing another student in danger of causing physical harm to oneself, other students or staff must immediately report it. Such physical harm can come from a weapon, alcohol or illegal substances, as well as other sources.

Discipline

When discipline must be imposed because of a breach of the Code of Conduct, it will be done promptly, fairly and in a lawful manner with the objective of most effectively improving behavior and self-discipline. If a staff member observes or receives a report of conduct that requires

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greater disciplinary measures than the staff member is authorized to impose, that staff member will report the behavior to their immediate supervisor. Determining the appropriate disciplinary action will consider the student's age, the nature of the offense, the circumstances that led to

the offense, and the student's prior disciplinary record. Information from parents, teachers and/or others will be considered, as well as the context of the situation. As a general rule, discipline will increase in severity with each offense. Under no circumstances will corporal punishment or any act of physical force upon a student for the purpose of punishment, be used for discipline. However physical force for the purposes of protecting oneself or others, or for protecting school property, or for restraining or removing a disruptive or insubordinate student, may be used if other methods are not effective.

Students who are found to have violated the district's Code of Conduct may be subject to an oral warning, written notification to parents, detention, removal from class, suspension (from attendance, transportation, athletic events, extra-curricular events or social events), in-school suspension or loss of privileges. Except for verbal warnings, parents will be notified when discipline is imposed on a student. For all discipline other than verbal warnings and lunch detention, the student and their parents are entitled to a formal or informal meeting with the staff member imposing the discipline. Refer to the complete Code of Conduct for those cases as well as a description of the staff members authorized to impose each type of discipline and the process to be followed.

A student who brings a weapon to school will be suspended. Students guilty of violence or who are habitually disruptive may be suspended for up to five days. Upon appeal, the Superintendent of Schools may change the suspension based on the student's age, grade and disciplinary record, input from parents, or extenuating circumstances, to a more effective form of discipline.

If a student under the age of 17 is habitually truant, ungovernable, or disobedient or otherwise demonstrates that they require supervision or treatment, the district may file a PINS (person in need of supervision) petition in family court. The district may also file a PINS petition on students found to be in possession of marijuana and similar illegal substances.

Discipline of Students with Disabilities

Discipline of students with disabilities will follow the procedural safeguards required by applicable laws and regulations. These students will have no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations. A student identified as having a disability shall not be disciplined for behavior related to their disability. The Committee on Special Education will determine whether the behavior that violated the Code of Conduct is related to the disability.

Involvement of Law Enforcement

Code of Conduct violations that are also a crime will be reported to the local police. Anything that a student brings to school (or on a school bus) that is not allowed on school property will be confiscated and the parent or guardian will be notified. Confiscated material that is illegal will be reported to the local police.

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Investigations

Students may be questioned about alleged violations of the Code of Conduct without being

informed of their rights or having their parents notified. The staff member questioning them will tell them why they are being questioned. School lockers, desks and other assigned storage areas are school property and may be searched individually or collectively without warning and without notifying the student to whom the area was assigned. If particular evidence or contraband is being sought, the person to whom the area is assigned will be given an opportunity to admit that the item or items is in the area before it is searched. Such an admission will be considered when assigning discipline. Searches of such areas may be authorized by a school official if the official has credible reason to believe the search will reveal evidence or contraband.

Students are required to remove outerwear (coats, hats, etc.) if requested by a school official during a search or questioning.

The police will not be involved in violations of the Code of Conduct that are not criminal. The police will be invited to enter school property if the school district believes a criminal act has occurred on school property. In addition, the police may enter school property or a school function to question or search a student, or to conduct a formal investigation involving students, only if they have a search or an arrest warrant or probable cause to believe a crime has been committed on school property or at a school function.

Before police officials are permitted to question or search a student, the building principal or someone designated by the building principal will try to notify the student's parent to give the parent the opportunity to be present during the questioning or search. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function.

Notification to Outside Agencies

If the district has reason to believe a student has been abused, neglected or maltreated, the district will notify local child protective services and cooperate with them in conducting interviews of students. Such interviews may be conducted on school property and may include school officials. If the nature of the allegations is such that it may be necessary for the student to remove any of their clothing in order for the child protective services worker to verify the allegations, the school nurse or other district medical personnel will be present during that portion of the interview. No student will be required to remove their clothing in front of an official of the opposite sex or in the presence of fewer than two interviewees.

Rights of Students

The district is committed to safeguarding the rights given to all students under state and federal law while promoting a safe, healthy, orderly and civil school environment. All district students have the right to participate equally in all district activities. Students have the right to present their version of events relevant to disciplinary procedures. Students can receive a copy of school rules at any time. Students have the right to an explanation of the rules. Along

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with these rights, all students have a responsibility to know and follow the rules, treat district staff and their fellow students civilly and respectfully and work to the best of their ability.

The Dignity Act Coordinators for 2025-2026 are as follows:

RRS: Matthew Darling, Principal	229-4060
NPE: Megan D'Alessandro, Principal	229-4040
NES: Josefine Wilber, Principal	229-4055
VAS: TBD, Principal	486-4499
HMS: Eric Shaw, Principal	229-4030
FDR: Michael Ruella, Principal	229-4020

District Dignity Act Coordinator: Melissa Lawson, Assistant Superintendent for Pupil Services
845-229-4000

FOR THE FULL CODE OF CONDUCT, PLEASE SEE HPCSD BOE POLICIES (0115, 0115-E, 0115-R and 5300 through 5300.75) by going to hpcsd.org, selecting the Board of Education tab, Selecting the Board Docs option, Select Policies.

Revised June 13, 2025

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District's Title IX Nondiscrimination Statement

The Hyde Park Central District will post a nondiscrimination statement readily on its website, at the time of admissions or employment application and in required handbooks/contracts. The statement will be as follows:

The Hyde Park Central School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The District's Title IX Coordinator is the Director of Human Resources who can be reached at; HR@hpcsd.org or by phone 845-229-4000, and the contact information for OCR is <https://ocras.ed.uov/contact-ocr>.

The district has several district policies that discuss aspects of nondiscrimination and grievance procedures. These are cross referenced below..

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the policy exhibits (forms) referenced below.

Cross Ref:

0100 Non-discrimination and Equal Opportunity

0110.2-E Sexual Harassment of Employee Exhibit (form)

0115 Student Bullying & Harassment Prevention and Intervention

0115-E Student Bullying & Harassment Prevention and Intervention Exhibit (form)

5030 Student Complaint Grievances

5300 Code of Conduct

9140.1 Staff Complaints and Grievances