



SAUGERTIES CENTRAL SCHOOL DISTRICT



STUDENT & PARENT HANDBOOK 2025-2026

Saugerties Central School District
Grant D. Morse Elementary School
Call Box A
Saugerties, NY 12477
Main Office - (845) 247-6960
Fax - (845) 246-4184
Kris Giangreco, Building Principal

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DISTRICT/SCHOOL DIRECTORY

Title	Name	Phone Numbers
Superintendent	Dr. Dan Erceg Geri Gardner (Secretary)	(845) 247-6550 X 9001
Deputy Superintendent	Dr. Gwendolyn Roraback Jennifer Fellows (Secretary)	(845) 247-6550 X 9020
Coordinator of Pupil Personnel Services	Dr. Lisajane Kappler	(845) 247-6561 X 9022
Director of Special Education	Jaime Churchill Melissa Ascarino - Secretary	(845) 247-6550 X 9204
Principal	Kris Giangreco	(845) 247-6960
Building Secretary	Mrs. K	(845) 247-6960 X 1
Health Office	Andrea Silinovich	(845) 247-6960 X 5799
Business Manager	Mike Staiger	(845) 247-6520 X 9300
Transportation Office	Kristin Wilhelm	(845) 247-6550 X 9351
Buildings & Grounds	Richie Prinz	(845) 247-6550 X 9360
Athletic Director	Lee Molyneaux	(845) 247-6561 X 2720

SCHOOL MAILING ADDRESS:

All mail for any school, office or building in the Saugerties Central School District is received and sorted in one central mail room in our district and delivered by interoffice school mail. All mail should be addressed to the person and/or building of the recipient using the following address:

Name of School/Office/Building

CALL BOX A

SAUGERTIES, NY 12477

If you are sending mail to Grant D. Morse Elementary School, please address your envelope this way:

Grant D. Morse Elementary School

Call Box A

Saugerties, NY 12477

Attention: _____

Please note that the school's physical address is 70 Harry Wells Road, Saugerties, NY 12477. Our school is unable to receive postal mail at this address. Any mail addressed to our physical address will either be returned to the sender or kept in the "undeliverable box" at the post office. Our street address is used only for delivery of goods by UPS, FedEx, or other shipping carriers.

ARRIVAL/DISMISSAL

ARRIVAL

Bus Arrival Procedures:

- Buses will enter the property and will pull in along the front of the building as they arrive on the property. Smaller buses will unload immediately upon arrival and students will report to the cafeteria.
- At approximately 8:20am, students participating in the breakfast program will be dismissed from the buses to eat breakfast.
- At approximately 8:30am, buses will dismiss all remaining students into the building.

Drop-Off Procedures:

- Vehicles will be directed to enter school property at the playground parking lot. Assigned staff will be moving traffic off of the road so that buses can pass. Vehicles will be directed into lanes of traffic.
- As directed by assigned staff, all traffic will funnel into one single-file line of vehicles as they enter the Drop-Off Area. All traffic will move in a counter-clockwise direction throughout the area.
- Motorists will pull their vehicles all the way through filling “bumper to bumper” the entire perimeter of the Drop-Of Zone. The first vehicle in line will be directed to stop by assigned staff. Please keep your speed under 10 MPH.
- An assigned staff will direct families when to release students from their vehicle.
 - **Under no circumstances are cars permitted to pass other cars in the drop off line, stop for extended periods of time, or park in the drop off loop.**
 - **Students are only permitted to exit vehicles in the designated drop of areas when directed by staff.**
- When all vehicles are stopped, assigned staff will direct students to exit the right side of the vehicle if possible. Parents who must get out of their vehicle to assist their children out of car seats or for other reasons, we ask that you do this as quickly as possible to ensure a timely drop off for all families.
- When the Drop Off Zone is clear from all student traffic, assigned staff will release the line of vehicles to leave this area and the next line/group of vehicles will be directed through the zone.
 - **Under no circumstances should vehicles move in the drop off line before they are released by staff members to ensure that all students are safe.**

DISMISSAL

Bus Procedures:

- Small buses and Large buses will enter the property and park in front of the building along the sidewalk as they arrive.
- Buses will be loaded in the order they arrive along the bus line.
- In the order that buses are lined up in front of the school, assigned staff will radio to the Main Office the number of the bus. Then bus numbers will be announced over the PA system.
- Assigned staff will direct the students from their classrooms, through the building, out the doors, and then to their bus in a quick but orderly manner. Assigned staff will be positioned throughout the building to monitor this.
- Assigned staff will signal to the drivers that they are cleared to leave the property.

Pick-Up Procedures:

- If you are picking up your child, you must enter the school property at the Playground Parking Lot entrance only. Vehicles may begin entering this area at 2:30pm.
 - **Please do not arrive earlier than this time as you will not be able to enter the parking lot as classes are using the outside space.**
- ALL traffic must move in a single-file, counter-clockwise direction in this area.
 - **Under no circumstances should vehicles pass other vehicles unless they are directed to by a staff member.**
- Once entering the parking lot, veer to the right and pull all of the way into the Pick-up Zone making room for multiple lines of vehicles. Please follow the directives of the assigned staff.
- **All vehicles must post on the passenger side window the yellow form with the name and grade level of each child you are picking up. This will need to be done daily.**
- Please be prepared to show and display identification if necessary.
- Designated staff will coordinate the delivery of each child to your vehicle. As quickly and safe as possible, assist each child if necessary with their safety belts/seats.
- Carefully pull out of the pick-up area, merging one lane of traffic, following a counter-clockwise traffic pattern when driving through the parking lot before exiting the property.
 - **Under no circumstances should vehicles move in the car line before they are released by staff members to ensure that all students are safe.**

NOTE: If your child normally rides a bus, and you would like to pick your child up on any given day after school, a note should be sent in with the child and given to the teacher in the morning, or the main office must be notified as soon as possible to make the necessary arrangements. **Please call the office before 2:00PM whenever possible to ensure change in transportation is communicated to the classroom teacher.** Please follow “Pick-Up” procedures above.

ASSEMBLY PROGRAMS

Assembly programs are an essential part of the school curriculum and provide a motivational and interactive component to learning. Our PTA and the District provide assembly programs, field trips and other support activities to enhance the education at our school.

ATTENDANCE AND PUNCTUALITY

It is very important for children to be in school every day. Absence is one of the frequent causes of low grades and academic challenges. Attendance records are kept and recorded from the time of entrance in Kindergarten until graduation from High School.

It is understandable that, on certain occasions, children cannot be in school. The laws of New York State were adopted with this in mind, and the following reasons are accepted as appropriate excuses for absence:

1. Serious illness or death in the family.
2. Religious observance.
3. A required court appearance.
4. Personal illness.

All other absences are considered UNEXCUSED. Absences due to family vacations or non-medical appointments will be recorded as UNEXCUSED ABSENCES.

You may report your student's absence in one of the following ways:

1. **Call or E-mail our student attendance secretary, Colleen Dunham, at cdunham@saugerties.k12.ny.us or our building secretary, Mrs. K, at kkrzywonos@saugerties.k12.ny.us or your child's teacher. You may put a homework request in at the same time.**
2. Leave a message on the *Auto Dialer System*.

On the day your student returns to school, he/she should bring a written excuse, signed by his/her parent or guardian, to the teacher.

The written excuse **MUST** include the date(s) of the absence and the reason for the absence. If a reason is not provided, the student's attendance remains as an **UNEXCUSED ABSENCE**. Students are not permitted to attend after-school activities on the same day as an absence without the Principal's permission.

Students are expected to be in their classroom at 8:45am. Students must be accompanied by a parent or guardian and sign in at the lobby desk if they arrive after 8:45 am. Please **DO NOT** send your child in alone to sign in.

Habitual unexcused instances of tardiness or excessive absences may result in a parent conference or referral to our Social Worker.

PLEASE CONTACT YOUR CHILD'S TEACHER IF THERE IS AN EXTENDED ABSENCE DUE TO ILLNESS SO THAT HOME TEACHING CAN BE ARRANGED. Note: You will be required to submit a physician's note.

Students are not permitted to leave the school grounds at any time without a written request from their parent/guardian. The written request must state the time and the reason for the early dismissal, as well as the designated adult picking up the child. Students must be picked up in the designated area and signed out by an authorized adult. No student will be permitted to leave the school without adult supervision by a designated adult.

BICYCLES

We do not encourage children to ride bicycles to school. Those who do so, however, should be familiar with bicycle safety rules. Parent approval in the form of a note is required for students to ride bikes to school. **Students who ride bikes to and from school must wear bicycle helmets.**

Upon arrival, bicycles should be placed in the bicycle rack, which is provided at the playground area of the building. The school is not responsible for bicycles that are damaged or stolen. Student cyclists must walk their bicycles along the front bus walkway during arrival or dismissal of buses.

BULLYING: PEER ABUSE IN SCHOOLS **(BOARD OF EDUCATION POLICY)**

The Board of Education is committed to providing a safe and productive learning environment within its schools. Bullying of a student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and activities whether occurring on or off campus. Refer to the District Code of Conduct for intervention activities and/or sanctions for such misconduct.

A copy of the Bullying Policy 7532 is also included in this handbook.

BUS SAFETY TRANSPORTATION

(BOARD OF EDUCATION POLICY)

Bus Notes: A request to ride a bus other than that assigned for emergency purposes will require written permission from the District Transportation Department.

PERMISSION WILL BE GRANTED FOR EMERGENCY SITUATIONS ONLY.

The rules governing conduct on school buses for students are as follows:

1. Students transported in a school bus are under the authority of and are directly responsible to the driver of the bus.
2. The use of loud, boisterous or improper language is prohibited.
3. Students are to remain in their seats until they arrive at their home or their school.
4. Defacing the bus in any way is prohibited, and students will be held responsible financially for all damages. Notify the driver immediately if damage is noted.
5. Smoking is prohibited at all times.
6. Carry only those items aboard which you can hold in your lap. Gym bags, lunch boxes and other objects may not be placed in the aisle or under the dash of the bus. Large musical instruments are not permitted on school buses. Parents will be required to make special arrangements to get these instruments to and from home. Students may take them on the late bus run since more room is available. Hazardous items, glass products and animals are prohibited.
7. Enter and leave the bus in an orderly manner and only when the door is fully opened.
8. The consumption of food or beverages on the bus is prohibited.
9. Do not extend any part of your body out of the window.
10. Do not throw anything within the bus or in or out of the window.
11. Keep your hands off other students and their property.
12. Do not do anything to distract the driver.
13. Do not touch emergency equipment, levers or buzzers.

Disciplinary Procedures

Any infraction of the rules that endangers the wellbeing of other students or driver will be dealt with in the following manner:

FIRST OFFENSE:

Smoking, fighting, destruction of property, throwing of objects and challenging the authority of the driver will result in automatic suspension of bus privileges for a five (5) day period of time. The principal will notify the parent or guardian of the incident and arrange for a parental conference prior to the restoration of bus privileges. It is suggested that the driver be in attendance at the time of the conference.

SECOND OFFENSE:

In the event that one of the above violations was to occur again, a thirty (30) day suspension of privileges would go into effect with a similar parental conference being scheduled.

THIRD OFFENSE:

A loss of bus privileges would be revoked for the remainder of that school year.

It is recognized that other violations may occur which do not result in an automatic suspension, but left unattended, could develop into patterns of undesirable behavior. The following procedure will be followed in these cases:

FIRST OFFENSE:

The bus driver will issue instructions to the student as to the proper behavior required.

SECOND OFFENSE:

A school bus incident report to parents will be issued and the principal will take disciplinary action in the form of (i.e. detention, compositions, verbal reprimand, parental conference, etc.)

THIRD OFFENSE:

Repeated violations will result in short-term suspensions and ultimately a loss of bus privileges for the school year.

BUSES – GUIDELINES FOR TRANSPORTATION

Bus students are assigned to a particular bus based on their pick-up and/or drop-off location, according to their home address or approved daycare provider address. Walkers or bus students are **NOT** permitted to ride different buses or change their bus stop location for any reason except for **emergency reasons**. Bus changes are not made for “**social reasons**”. If you have an emergency and no one will be home for your child, you must contact the transportation department for approval of a change in busing at (845) 247-6550 X-9351.

FOR TEMPORARY ACCOMMODATIONS:

Please do **NOT** give requests directly to the bus drivers. They are instructed not to make any changes without prior approval from the Transportation Department. If granted by the Transportation Department, **bus passes can only be issued for an existing stop**. We appreciate your cooperation in following these procedures for the safety of our children.

PERMANENT CHANGE:

If your daily schedule changes on a permanent basis and you need a change in transportation for your child for the entire school year, please contact the school’s main office for the appropriate form and guidelines. Upon approval from the Transportation Department, the school office will notify you with the amended busing information.

CAFETERIA

All students at Grant D. Morse are eligible for free breakfast and lunch. If you are eligible for free and reduced lunch we ask that you still complete the application. Applications for the free and reduced lunch program are available from the Main Office.

Students may also bring their own lunch and purchase milk or juice. Low-fat ice cream and nutritious snacks are also sold on some days. Parents may forward a check made payable to Saugerties Central Schools Cafeteria for advance payment of school snacks. Also, parents may set up an account through “MySchoolBucks.com” via the district website to pay online. Your child’s account will be debited only for items purchased. Prepaying will eliminate lost or forgotten money.

CALENDAR

A monthly calendar specific to our building’s special activities will be issued to students and will be posted on our school website. Parents/Guardians will be notified with any changes as they occur.

CELL PHONES & ELECTRONIC DEVICES

All students are permitted to bring personal electronic devices to school; however, once a student enters the school building, personal electronic devices must be turned off and kept out of sight during the entire instructional day. Personal electronic devices include items such as cell phones, smartwatches, ear buds, headphones, music players, and gaming devices. At the Elementary level, this means that personal electronic devices should be put away just prior to entering the building and remain away until students exit the building. Personal electronic devices should be stored in a student's backpack, away from the student's desk, and are the responsibility of the student. The school day is defined as the “entirety of every instructional day...during all instructional time and non-instructional time, including but not limited to homeroom periods, lunch, recess, study halls, and passing time” (N.Y. Education Law Section 2803).

Parents wishing to contact students during the school day should contact the main office of the appropriate building. A message will be provided to the student. In a rare situation, the student may be called down to the office, guidance office, or other location to call a parent back. Parents and Guardians are encouraged to sign up for text/email messaging from the District for information related to major events.

When a student violates this policy, the personal electronic device (defined to include headphones and/or earbuds) will be confiscated for the remainder of the academic day. The student and administrator will review this policy. The student will be reminded that during the instructional day, personal electronic devices are not allowed to be on. For repeat violations, the

student's privilege to possess an electronic device on grounds will be suspended or revoked and a student may be required to surrender their personal electronic device upon entering the building for a period of time determined by the Building Administrator. In addition, students failing to follow staff directives relating to personal electronic devices will be subject to other disciplinary action in accordance with the district's Code of Conduct, up to and including out-of-school suspension.

The decision to bring cell phones or other personal electronic devices to school or school-sponsored events rests with the individual student and their parents/guardians and therefore, the responsibility for such devices rests solely with the individual student. The School District discourages bringing personal electronic devices to school. The School District assumes no responsibility or liability whatsoever for investigating, repairing, or replacing a cell phone or other personal electronic device in the event that it is damaged, misplaced, or stolen during the school day, when on school property, or when in attendance at a school-sponsored event, whether on or off of school property. The School District further assumes no responsibility or liability for any claims, losses, damages, suits, expenses, or costs (including but not limited to communication bills, data usage bills) of any kind arising out of or related to the use or possession of a cell phone or other personal electronic device.

CHANGE OF ADDRESS-GUIDELINES

1. Parents/Guardians are required to notify the school office at any time during the school year if a student has a change of address. You must specifically contact the school secretary to obtain and complete a *Student Change of Address/Transfer Form which can be found on the district website*.
2. Updating your new address on your child's emergency form is **not sufficient** and **does not meet** the District requirement as a "change of address." You must specifically fill out a "Change of Address" form and provide the two proofs of residency as required.

CLASSROOM INTERRUPTIONS

- If your child forgets something at home, and you bring it into school, please leave the item at the front desk. Be sure your child's name & teacher are on the item.
- It is in the best interest of all students and teachers to minimize interruptions to the classrooms; therefore, we will not be calling the classrooms during the school day to tell students that their item has arrived.

- Please have a discussion with your child at home to explain the procedure to them. If they anticipate that something may have been dropped off for them, they should check at the lobby security desk for the item at the time they need it.

For Example:

- Lunch or lunch money on their way to Lunch.
 - Sneakers for gym on their way to Gym.
 - Musical instruments on their way to Instrumental Music class.
 - Library book on their way to the Library.
 - Miscellaneous items such as homework, permission slips, snacks, etc., as per time needed.
- All students and teachers deserve a classroom atmosphere that is conducive to learning. To this end it is imperative that we interrupt the learning process for emergencies only. Re-focusing students after an interruption takes away valuable learning time and breaks concentration for both students and teachers. We thank you for your anticipated cooperation in helping to make our school a productive learning environment for all students.

COMPUTERS

Grant D. Morse Elementary School has computers available for student use, Kindergarten through 5th grade students have chromebook carts in their classroom for instructional use. Sixth grade students will have a chromebook signed out to them for their instructional use. Once 6th grade students have returned appropriate paperwork, they may take their chromebooks home. Students should bring it to school everyday fully charged and ready for instruction. Every student will receive a copy of the district computer use policy. Signed parent authorization must be received before students will have access to district computers.

DAILY SCHEDULE A - F DAYS

The schools in Saugerties follow an A, B, C, D, E, F daily schedule cycle. Each day is labeled A, B, C, D, E, or F. The cycle is repeated with an "A" Day after each "F" Day. The special classes (art, music, library or phys. ed.) will always be the same letter day. Students will be informed of the current letter day daily in school and it will be indicated on the monthly schedule calendar. If school is canceled or closed for any reason the scheduled activities will take place on the day school reopens.

Example: If Monday is an "A" day and school is canceled, the following day that school is in session will be an "A" day.

DIGNITY FOR ALL STUDENTS ACT (DASA)
(BOARD OF EDUCATION POLICY)

The Saugerties Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students can sometimes be compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting and intimidation. Therefore, in accordance with the Dignity for All Students Act, the Saugerties Central School District will strive to create an environment free of bullying, discrimination and/or harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of bullying, discrimination, and/or harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school grounds.

The Dignity Act Coordinators will investigate ALL complaints of bullying, discrimination and/or harassment, either formal or informal, and take prompt corrective measures as necessary.

Dignity Act Coordinators: Kristina Giangreco, Principal
 Keenan Jones, Social Worker

DISCIPLINE PROGRAM

The entire staff of Grant D. Morse Elementary School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy and in addition, have an optimum opportunity to learn.

In an effort to accomplish this goal, all teachers develop a Discipline Plan. The plan specifies the rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and the students who follow the rules will receive positive consequences.

Our School-Wide Rules:

1. Follow directions the first time they are given.
2. Walk quietly to and from the bus and in the building.
3. Keep hands, feet and objects to themselves.
4. Use appropriate language.
5. Be respectful to school staff, peers and property.
6. Any items deemed inappropriate are not allowed.

NOTE: PLEASE REVIEW THE ATTACHED DISTRICT CODE OF CONDUCT FOR MORE SPECIFIC INFORMATION AND A RANGE OF PENALTIES.

In general, items not allowed in school include:

weapons/explosives	valuable hobbies/collectibles
replicas of weapons	expensive jewelry
illegal substances/drugs	radios, electronic items/or gum
tobacco/alcohol	disruptive or dangerous items

Specific teacher plans will be sent to you by the child's teacher. Some unacceptable behavior includes:

physical assault/fighting	disrespectful behavior
destruction of property	dishonesty
theft	insubordination
profanity	truancy
endangering others	smoking
disrupting the educational process	
possession, distribution or sale of illegal substances	
possession of inappropriate items	

We are confident that such clearly stated, thorough school-wide and classroom discipline plans will teach our children to be responsible for their actions and make this school year a positive and motivating experience.

Notices of misbehavior may be sent home for parent signature. We expect that they will be returned the next day. Unsigned misbehavior notices may result in further consequences. We ask for your complete support in our efforts. Please discuss this information with your child. Your support of the school discipline plan will help your child be committed to a safe and positive school environment.

Consequences for misbehavior will be imposed based upon the following considerations:

severity	age/maturity	previous conduct
reason	intent	psychological considerations

Consequences may include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ● warnings ● notices ● seating changes ● conference ● written composition/apology ● detention ● denial of privileges (e.g. field trips) ● phone calls home | <ul style="list-style-type: none"> ● lunchroom detention ● in-school suspension ● out-of school suspension ● removal from class ● Superintendent Hearing ● notification to police ● PINS petition (Pupil In Need of Supervision – Court Ordered) |
|---|---|

Cafeteria Behavior Expectations:

1. Follow the directions of the supervising adults.
2. Proper manners and respect will be expected at all times.
3. No fighting – Keep hands and feet to selves.
4. Use appropriate language and speak at an appropriate volume at all times.
5. No throwing food or any other items.
6. Place food, trays and silverware in the proper areas, clean up your space before leaving the table.
7. Walk and move in the lunch line without distracting others.
8. Walk at all times inside the lunchroom, please do not run and pay attention at all times.
9. Stay in your seat until you have permission to get up.

Playground Behavior Expectations:

1. Follow the directions of the supervising adults.
2. No fighting/roughhousing.
3. Keep hands and feet to selves, no games that involve pushing or roughhousing.
4. Use appropriate language.
5. Use playground equipment properly.
6. Do not run within the perimeter of the playground or on the playground structures.
7. Play games that are not dangerous (at Principal's discretion).
8. Line up promptly when directed.
9. Play in designated areas only.
10. Do not pick up or throw mulch, stones and/or snow balls.
11. Use only approved playground balls/equipment (no hard balls or items).
12. No cell phones or expensive equipment.
13. Appropriate attire is needed to go outdoors.
14. Appropriate footwear (sneakers or rubber-soled, close-toed shoes) are required to play on playground equipment.

If you break a rule, consequences *may* include:

First Time:	Warning and or TIME OUT.
Second Time:	Verbally inform the teacher of the problem and removal from activity.
Third Time:	Name submitted for detention and given to the teacher.
Severe Clause:	Any serious infraction, the student is immediately sent to the office.

We ask for your complete support in our efforts. Please discuss this information with your child. Your support will assure our staff of your child's cooperation.

DRESS CODE
(Also refer to District Code of Conduct)

Students are expected to report to school wearing suitable clothing. Clothes should be neat, clean and appropriate for the weather. Any form of dress or hairstyle which is contrary to good health or safety, or which is distracting or disruptive to the learning process will not be permitted (see attached code of conduct). It is advisable to have children wear appropriate dress for physical education classes and recess. Sneakers (or other appropriate footwear) are required. **Footwear should have heel support so that shoes do not fall off.** All personal items – coats, hats, gloves, lunch boxes, etc. should be labeled. The school is not liable for loss of any personal items.

DRUGS AND OTHER SUBSTANCES
(BOARD OF EDUCATION POLICY)

The Board of Education recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, tobacco products, e-cigarettes, vaporizers, illegal drugs, counterfeit and designer drugs or paraphernalia for the use of such drugs is strictly prohibited at any school-sponsored function or on school grounds and on school buses at all times. The unauthorized use or misuse of prescription and over-the-counter drugs, vitamins, supplements, herbs or other similar substances shall also be disallowed.

EARLY CLOSING AND EMERGENCIES

There may be occasions during the year when it is necessary to close school early due to poor weather conditions or some other emergency. In the event of a school closing, parents/guardians can check the District website on the internet: www.saugerties.k12.ny.us. Parent/guardian(s) will also be notified via the auto-dialer/school messenger. This message will go to the emergency number(s) that you have registered with the school.

Closings/delays will also be announced on local television and radio stations.

Please make arrangements for supervision of your children in such situations. Discuss these arrangements with your children, so they will know what is expected of them once they leave the school building.

EMERGENCY EVACUATIONS

The school emergency evacuation plan will be put into effect if an emergency situation arises at the school. The plan includes the evacuation of the building and, if necessary, relocating the students and staff to a designated safe location. If this relocation were to occur, it would be coordinated under the direction of school personnel, police and fire agencies. Parents/Guardians will be notified of these emergencies through all district media outlets.

EMERGENCY TELEPHONE NUMBERS

It is very important that the school be able to contact a parent, guardian, baby-sitter or neighbor in the event of an emergency. We will refer to the yellow *Census Verification Form* that you completed on your child's first day of school. **Please notify the main office when changes of emergency numbers occur. You will be asked to complete an *AMENDED EMERGENCY FORM* sheet.** Please date the amended card and send it in to school as soon as any contact information changes. We ask that all changes be dated and submitted in writing.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (eligible Students) certain rights with respect to the student's education records, including:

1. **The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.**

Parents/Guardians or eligible students should submit to the Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.**

Parents/Guardians or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the Principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.

If the District decides not to amend the record, as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or

therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

FUNDRAISING/STUDENT SALES

The PTA sponsors annual fundraising events. Unauthorized selling or soliciting is prohibited. Door to door fundraising by students is prohibited.

GUN-FREE SCHOOLS
(BOARD OF EDUCATION POLICY)

No student shall bring onto school premises or have in his/her possession on school premises any “firearm” as defined in federal law. For purposes of this policy, the term “firearm” shall mean: any weapons (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such weapon; any firearm muffler or silencer; or any destructive device. The term does not include an antique firearm.

HEALTH RELATED ASPECTS OF PHYSICAL EDUCATION

New York State Education Law, Article 17, Section 803, requires that all students participate in a physical education program. If a student cannot participate fully, then a physical education program should be adapted to meet individual needs and be appropriate for their age.

The Annual Physical Activity Form should be completed by the family physician if a student is unable to take part in a complete physical education program.

The Short Term Exemption Form should be completed by the School Nurse and forwarded to the physical education teacher and classroom teacher if a student needs to be excused from physical activity for a short period of time. Short-term exemptions should not be allowed to exceed more than three (3) consecutive physical education classes at which point a physician's note is required.

Students receiving exemptions from physical education class will not be allowed to actively participate in physical activities throughout the school day including the use of the playground equipment and/or any active recess activities during lunch/recess. This would also include any classroom/school activities, assemblies, or any other productions.

HEALTH SERVICES

Students becoming ill, or suspected of having a communicable disease such as pink eye, impetigo, chicken pox or who are injured in school are to report to the nurse's office for an examination. Parents may be called to come pick up the child. In case of injury in school, parents' insurance is responsible for initial fees. Additional claims for payment of the bill may be submitted to the Business Office.

Any child found with lice will have a parent called and provided educational material. All students in the class's families will be notified. Any students with live lice will be sent home from school. If there are siblings within our school district, the school nurse will notify the health office in that school. Parents or guardians must bring children who have been infected and treated directly to the nurse's office. An inspection of the child, by school personnel, will be required in order to readmit the child to school.

HOMEWORK GUIDELINES

Generally, homework is given to students for reinforcement, practice or to complete class assignments. Since the amount of homework varies at grade levels, it is suggested that you contact your child's teacher for further information regarding their respective homework policies/procedures. It is suggested that students maintain an assignment pad/planner and record homework assignments in it, on a regular basis. Parents are strongly encouraged to check this on a daily basis. Students in grades 3-6 are provided a planner.

HOMEWORK REQUESTS DUE TO ABSENCES

Please note, some grade levels and teachers will advise you of their specific procedures with making up homework when students are absent. Generally when students are absent, requests for work should be made by **8:00am** to allow time for teachers to compile work and assignments. Teachers will make every attempt possible to accommodate these requests within 24 hours. Homework can be picked up in the office between the hours of 3:00pm-4:00pm.

HOMEWORK REQUESTS DUE TO UNEXCUSED ABSENCES

If a student is absent for an unexcused reason, (such as, but not limited to, vacations, non-medical appointments) the child is responsible for making up missed work upon returning to school. Please work with the classroom teacher to arrange for the completion of assignments.

IMMUNIZATIONS

New York State law requires that each child be fully immunized. It is the parents' responsibility to provide the school with appropriate immunization information or appropriate medical exemption documentation. Religious exemptions are no longer valid in New York State. Students without mandatory immunizations or medical exemption documentation will not be allowed to attend school. Please consult our school nurse or your family physician for more information.

LATE BUSES

From time to time, students will stay after school for intramural activities, extra help, clubs or detention. Late buses will be available on Tuesdays and Wednesdays. Students are urged to plan for late buses before coming to school each day. Students are to load late buses at approximately 3:45pm for a departure time of 3:50pm.

LIBRARY SERVICES

Students in K - 6 will attend a library class once in a 6 day cycle. Students may sign out books and/or other materials for home use during library class and at other arranged times with the library staff. We encourage parents and students to utilize our vast library resources.

LOST AND FOUND

Parents are advised that they should mark all personal items, such as clothing, lunch boxes, instruments etc. If items are found, they are placed in the "lost and found" section in the cafeteria. The school is not responsible for lost or stolen personal items. Any unclaimed items will be donated to local charity organizations during the school year.

MEDICATIONS **(BOARD OF EDUCATION POLICY)**

Children are not permitted to take medication during school hours unless state requirements are met. These requirements have been made to safeguard your child. Parents must contact the school nurse regarding these requirements.

In order to give any medication in school, the school nurse must have on file the following two notes:

1. A written order from the physician, indicating the name of the medication, the amount or dosage to be given, and the time(s) it is to be administered.
2. A written note from the parent giving school personnel permission to give the child the medication as prescribed.

The above requirements include eye drops, ear drops, and over the counter medications such as aspirin and Tylenol. **Parents/Guardians are responsible for bringing the medication to the school in the original container, as students are not allowed to possess drugs/medication in school nor on buses.** Students who possess or take unauthorized medication should be immediately sent to the principal.

MTSS (MULTI-TIERED SYSTEM OF SUPPORT)

The New York State Education Department mandates that students who do not meet the proficient level of academics for his/her grade level, must receive academic support services to help reach the targeted proficiency level. Students are identified to receive services based on several criteria, including but not limited to the New York State assessments, ongoing progress monitoring, and local district assessments. In addition to regular classroom activities, students identified will work with our MTSS staff.

MUSIC PROGRAMS

General Music class is provided for all students in Grades K – 6. In addition, instrumental music lessons are available to students in grades 4-6. Instruments may be rented from any music shop. Fifth and sixth grade band and chorus meet once per 6-day cycle. Two annual concerts and other opportunities for students to perform are scheduled throughout the school year.

PHYSICALS

Health appraisals are required for all K, 1,3,5 and new entry students. Vision and hearing screening will be done in grades K, 1,3,5. Scoliosis screening is done for 5th grade girls. Our school physician will schedule a day in the fall to do physicals on those that have not had them done. The only acceptable health appraisal form is on the school website. Our school nurse, with our district physician, will follow up accordingly with parents/guardians if necessary.

POLICE RELATIONS **(BOARD OF EDUCATION POLICY)**

Close school/police cooperation will be maintained and coordinated with our School District School Resource Officer (SRO) to help ensure safety and welfare in the school. Local, county and state police surveillance of the school grounds and building will be conducted on a regular basis. Any relevant situation will be reported to the police and police investigations may take place in the school.

PRIVACY SIGN-OFF FORM

Throughout the school year, students may be involved in school activities that will be photographed or recorded (interviewed or recorded with audio and/or visual) or their original works. These Photos/Recordings/Works may be published in the local newspapers and/or televised on the Public Access Channel or through Cable. These Photos/Recordings/Works may also be used in District publications and/or posted on the District's website or Social Media.

If parents do not want their child to be recorded, photographed or his or her original work displayed, the sign-off sheet that will be sent home during the first days of school must be completed and returned to your child's teacher immediately. If this form or a written note is not returned to the school, your child will be photographed and/or recorded and your child's image, likeness, voice, original works or other information may be used by the District.

Please note this release concerns only District created photographs and recordings, and does not include events (i.e., theatrical performances, concerts, and interscholastic athletics) that are open to the public (i.e., parents, general public, or press).

PROGRESS REPORTS

These notices are sent home after the middle of each quarter during the school year to keep parents informed of the noteworthy academic performance of children in grades 1 – 6. Parents are urged to contact teachers regarding concerns.

PTA OFFICERS (2025-2026)

Co-Presidents: Matthew Schlosser and Jenna Slade
 Vice President: Sarah Cardarelli
 Secretary: Taylor O'Connor
 Treasurer: Samantha Leslie

PTA MEETING DATES (2025-2026) - 3rd Wednesday of the Month

September 17th at 6:00PM
 October 15th at at 6:00PM
 November 19th at 6:00PM
 January 21st at 6:00PM
 February 18th at 6:00PM
 March 18th at 6:00PM
 April 15th at 6:00PM
 May 20th at 6:00PM
 June 10th at 6:00PM*

*2nd Wednesday to avoid conflict with Moving Up Day

PUBLIC COMPLAINTS **(BOARD OF EDUCATION POLICY)**

Complaints by citizens regarding any facet of the school operation often can be handled satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal if the teacher, coach, or other school employee cannot resolve the matter.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent or designee. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved to the satisfaction of the complainant at the Superintendent level, the complainant may submit a written complaint to the Board of Education.

If a written complaint is made against any employee or agent of the School district that involves the health, safety, welfare or morals of students, a copy of such complaint, as well as any documentation regarding a resolution at a level below the Superintendent, shall be promptly transmitted to the Superintendent and the Board of Education through the Board Clerk.

If such a written complaint is submitted to the Superintendent, it shall be promptly transmitted to the Board members together with any documentation regarding a resolution reached by the Superintendent.

RECESS

We believe that 15-20 minute recess time provided during lunchtime helps our students to return to the classroom ready for afternoon instruction and activities.

Since it is difficult to predict the weather, children should come to school each day appropriately dressed to go outside for recess as our lunch monitors make every attempt to get the students outside. During inclement weather, recess will remain indoors in the cafeteria, classroom, or in the gym when available. Card games, board games, and other activities are available to students during this time. Proper shoes should be worn when using the playground equipment and engaging in activities that involve running.

RESPONSIBILITIES OF PARENTS

In order to further improve the academic climate, to decrease distractions, and above all, to ensure the safety of our students, we urge each parent/guardian to observe the following:

1. As a safety precaution, arrangements for parent/teacher or principal conferences/meetings should be made prior to the parent coming to the school.

2. Upon entering the school building, **ALL parents/guardians MUST show identification upon entry into the school when asked to be screened through our Raptor Security System, sign-in at the security desk and wear a visitor's sticker.**
3. Any adult in the school without a visitor's sticker will be asked to report to the security desk or main office.
4. Parents picking up children should report to the school security monitor, and then wait for the child in the lobby. Parents will not be permitted to go directly to the nurse's office or to their child's classroom unless specific arrangements have been made to do so.
5. Parent conferences/meetings with teachers must be pre-scheduled with teachers before coming into the school. Teachers will not be interrupted without an appointment.
6. Phone calls to teachers will be made through the main office unless other arrangements are agreed upon between the teacher and parent. **TEACHERS ARE NOT TO BE INTERRUPTED during the school day with parent phone calls.** Teachers will be able to return phone calls during designated times during the school day. The school number is (845) 247-6960.
7. Notify the school of any day-care or afterschool arrangements and changes, which may occur. We ask that these be kept to a minimum, since younger students are easily confused and tend to worry.
8. Maintain open lines of communication with the school through conferences, notes, e-mail or phone calls.
9. Ensure your children are getting to school on time via bus or being dropped off before 8:45 am.
10. As soon as possible, please notify the school with any changes in contact information including updated phone numbers, emergency contacts, addresses, changes in family court documents/arrangements, etc.
11. Parents/Guardians should not drop off students at the school before 8:25 am due to lack of appropriate coverage.

RELIGIOUS OBSERVANCE

Parents have the right for their children to be exempt from certain school activities due to their religious beliefs. The staff at Grant D. Morse Elementary School will respect and observe any requests made to prevent any infringement on any religious convictions. Presentation of new concepts does not take place on observed religious holidays when school is in session. Please inform your child's teacher of your concerns. It would also be helpful to forward a note on special holidays or other classroom events as a reminder.

REPORTS AND REPORT CARDS

Report cards are sent home four times each year. Kindergarten report cards are issued three times per year. Parents may expect communications at any other time if their child is having difficulty. Parents may request a conference at any time to discuss their child's progress. These conferences are welcomed and encouraged.

SCHOOL PSYCHOLOGIST

When appropriate, a teacher may request an individual evaluation of their student if their student is not performing up to academic expectations. The purpose of the evaluation would be to determine if the student may need other support services provided by the district. Conferences are held and permission is requested. Parents also have the right to request an evaluation by the psychologist.

SCREENING TEST

Each child entering school in New York State must be given a screening test, which includes the physical areas of hearing and vision, vocabulary and reasoning. This is a superficial screening. No preparation is necessary prior to testing. These tests are usually given when a child enters Kindergarten for the first time.

SEARCH BY SCHOOL PERSONNEL (BOARD OF EDUCATION POLICY)

When a building principal has a reasonable suspicion that illegal objects or substances that threaten the health or welfare of the occupants of a school are on a student's person or in a student's backpack or locker, they may search the student, student's backpack or locker. The student may be informed of such a search but his/her consent is not necessary. (Regulation # 733OR).

SECURITY OF THE BUILDING

For the safety and welfare of all our students and staff, the following security measures are in effect:

1. The School Resource Officer is on duty.
2. Each school building has a security guard on duty.
3. All doors will be locked during school hours.
4. All buildings are equipped with security cameras throughout the building/property.
5. All buildings are equipped with the Raptor safety data base system to ensure the safe admittance of visitors into our building.
6. All visitors must provide identification before entering the building.
7. All visitors must sign-in and wear a visitors sticker badge at all times.

SMOKING/TOBACCO **(BOARD OF EDUCATION POLICY)**

The use of tobacco products is prohibited on school grounds. Smoking and vaping are prohibited on school grounds and within 100 feet of the entrances, exits, or outdoor areas of the District's schools. In addition, the use of tobacco products, smoking and vaping are prohibited at any school-sponsored event or activity that occurs off school grounds, including those taking place in another state.

STUDENT RESPONSIBILITIES

Board policy states that each school in the Saugerties Central School District is to prepare concise, clear and reasonable rules and guidelines for student conduct. Furthermore, these rules and guidelines are to be distributed to students and their parents in written form.

The following represents the rules and regulations for student behavior in our school. It is our hope that you will familiarize yourself and your child with their meaning and intent. Each child should further clearly understand that noncompliance will result in appropriate disciplinary action.

1. Each student is required by law to be in regular attendance at school and in class. Where truancy or habitual unexcused tardiness occurs, appropriate measures will be taken.
2. Each student is to be responsible for his/her own behavior in accordance with the District Code of Conduct and school rules.
3. Each student is to be responsible for the maintenance of and respect toward school property and others. In cases of property abuse, appropriate restitution shall be made as outlined in the District Code of Conduct.
4. Individual students are responsible for their dress and appearance. There will be no restrictions placed on a student's manner of dressing or hair style, unless these represent a clear and present danger to the student's health and safety, create disorder in the classroom or school building, or cause interference with student work or the general educational process. For further information, please refer to the Dress Code section of the District Code of Conduct.
5. Each student is to conduct himself/herself on the bus in a manner consistent with established standards for classroom behavior. If a student acts inappropriately or irresponsibly, he/she may lose bus privileges. In this event, parents will be responsible for providing transportation.

STUDENT RIGHTS

Children have a right to learn in an environment that is conducive to learning, physically safe, emotionally secure and free from discrimination or prejudice. To guarantee that right, they must function in an orderly manner in the building, on the playground and on the bus. It is the responsibility of all Grant D. Morse Elementary School personnel to protect those rights by dealing with disruptive situations. Teachers and all other staff members will respond to children directly and will stop disruptive behaviors. Such behaviors may be referred to the building principal.

Children who disobey the regulations have the right to expect appropriate consequences. However, at no time will any staff member use physical punishment.

SUSPENSION

The principal may suspend a child for a period of one to five days from school. In-school suspension may be used in less severe situations. Parent conferences will be conducted on all out of school suspensions. (see attached code of conduct)

TELEPHONES

- As a reminder, classroom telephones are provided for teachers' use in a school emergency, or for school-related purposes such as a pre-scheduled parent/guardian conference, or instruction related communication.
- If a parent feels that a child needs to call home every time he/she stays after, a note should be written to the teacher at the beginning of the school year informing him/her of this request.
- Incoming parent/guardian calls to the teacher during class time will be forwarded to the teacher's voice mail. Exceptions are if the teacher notifies the office staff that he/she is expecting the call.
- Advance planning for staying after school for extra help or activities will help minimize the need for students to call home.
- Parents and guardians may leave messages for a teacher by calling their voicemail directly. Just follow the menu instructions after dialing (845) 247 – 6960.
- You may send the teacher an email by using the first letter of the teacher's first name, followed by the teacher's last name.....@saugerties.k12.ny.us

TESTING

In addition to daily, weekly, chapter, unit tests and quizzes, the District is required by New York State to administer NYS ELA and Math Assessments in grades 3-6. NYS Science Assessments will be administered to 5th grade beginning in the spring of 2025.

TRANSFERS

Parents moving to other school districts or out of the Grant D. Morse Elementary School Attendance Zone should inform the office as soon as possible. Records will be transferred upon written notification.

VISITOR SAFETY PROCEDURES

- Visitors must show **proper identification** when entering the school to the front door monitor, which will be run through our district Raptor database to ensure safety. Visitors will be let in by the security guard or other assigned staff, from **8:00am-3:00pm**. You **must sign-in** at the security desk before entering any location of the building.
- No one will be allowed through the building without prior arrangements cleared through the office. Teachers will notify the office when you are expected. Visitors by appointment will sign in and be given a **visitor sticker generated from our Raptor system** to wear for the duration of their visit.
- ALL exterior doors will be locked at all times.
- **For parents picking up students in the care of the Boys & Girls Club after school program, please be advised that they provide their own communication system either by intercom buzzer or direct site cell phone. Please do not use the Morse office button to be buzzed in for Boys & Girls Club pick-ups.**
- **PTA: All PTA volunteers must report to the office upon arrival before entering any other area of the building.** All classrooms should be free of unplanned interruptions, both for security reasons as well as educational reasons.

WEATHER CANCELLATIONS

Depending upon weather conditions, all schools in the Saugerties Central School District may utilize a one or two hour delay in opening.

One Hour Delay

1. School officially begins at 9:45am.
2. Students who are dropped off or walk should not report to school before 9:30am.
3. Students who ride a bus will board their bus ONE hour later than the usual time at their regular bus stop.
4. All students will be dismissed at the regular time.
5. The cafeteria will operate as usual.
6. Classes will begin at 10:00am.

Two Hour Delay

1. School officially begins at 10:45am.
2. Students who are dropped off or walk should not report to school before 10:30am.
3. Students who ride a bus will board their bus TWO hours later than the usual time at their regular bus stop.
4. All students will be dismissed at the regular time.
5. Breakfast will NOT be offered.
6. The cafeteria will operate as usual for Lunch.
7. Classes will begin at 11:00am.

In the event of a school closing or delay, parents/guardians can check the District website on the internet : www.saugerties.k12.ny.us. Parent/guardian(s) will be notified via the auto-dialer/school messenger. This message will go to the emergency number(s) that you have registered with the school.

Closings/delays will also be announced on local television and radio stations.

Please make arrangements for supervision of your children in such situations. Discuss these arrangements with your children, so they will know what is expected of them once they leave the school building.