

Brushton-Moira Central School District

2010-11



Elementary School Handbook

UPK-4th grade

Be Safe, Be Caring, Be Respectful, Be Responsible

Table of Contents

- ✓ **Signature page (please sign and return to school)**

- ✓ **Cover**

- ✓ **Welcome message**
- ✓ **2010-11 school year calendar**
- ✓ **Mission Statement/People & numbers to help you**
- ✓ **General Procedures**
- ✓ **Code of Conduct summary**
- ✓ **Dress code Policy**
- ✓ **Bus Discipline System**
- ✓ **UPK-4 Teacher List**
- ✓ **PBIS Philosophy; School-wide UPK-4 Expectations**
- ✓ **Bucket filling Program**

- ✓ **Acceptable Use Policy (please sign and return)**

Welcome to BMC UPK-4 Elementary



September 2010

The 2010-11 school year at BMC will start off looking a little different, with new teachers and new students! Mrs. Schack-Sehlmeyer will be teaching Kindergarten, Mrs. Fregoe and Mrs. Marshall have been appointed as 1st grade teachers, Mr. Fowler and Ms. Manchester will be teaching 2nd grade, Mrs. Mariano will be our Special Education teacher for grades 3 and 4, and Mr. Britton will our Physical Education teacher, along with Ms. Chase. Mr. Guenther will be our new music teacher. The list of all teachers is provided later in the handbook.

If you would like to communicate with teachers, please call the school (529-7324) and ask to speak to the teacher, preferably before school starts (8:00 am) or after school ends (2:00 pm). Mrs. Tavernier will connect you if the teacher is not busy or will give you the teacher's voice mail. It is important to not interrupt the instruction in the classroom. If there is an emergency, please let Mrs. Tavernier know and she will call the appropriate person.

Please note the following events to begin the new school year:

- ✓ The **first day of school** is **Tuesday, September 7th**. Students in grades UPK-4 will be dismissed at 1:00 on that day and on Wednesday, September 8th. The regular dismissal (1:55 pm) will begin on Thursday, September 9th.
- ✓ The **Open House** for this year will be on **Thursday, September 16th** from 6:00-7:30 pm. Teachers and staff will be explaining their programs for the year. We will be reviewing our PBIS School-wide Expectations for behavior and Bucket filling program. Please join us!
- ✓ The first meeting of the **new Special Education Parent Group** will be on **Thursday, September 30** at 6:30 pm in the Elementary library.
- ✓ The first meeting of the **Parent-Teacher-Student Organization (PTSO)** will be **Tuesday, September 14th** at 7:00 pm in the Elementary Library.
- ✓ **Playground Maintenance Day** will be on **Saturday, September 25th** at 10:00 am. In case of rain, we will reschedule for the next Saturday, October 2nd. Lunch will be provided for all those who help that morning. The more the merrier!

Mission Statement UPK-4

We pledge to work together with parents to foster a safe, caring, respectful and responsible environment for the children of our community.

People to Assist You

School phone number - 529-7324 or 529-7342
Mrs. Devins, Elementary Principal/CSE and CPSE Chair x119
Mrs. Foley, Secretary Elementary/CSE x109
Mrs. Martin, Secretary/CIO x110
Mrs. Terry, School Nurse x191
Mrs. Pribek-Britton, Counselor x116
Ms. Wurster, Counselor x110
Mrs. Tavernier, Gatekeeper/Attendance x123
Mr. Jock, Bus Supervisor - 529-6521

General Procedures

Bus Run: BMC Elementary students will ride on the early bus run every day. **Breakfast** will be served in the cafeteria from 7:30-7:45 am. **Classes will begin at 8:00 am every day.** Please have your child at school before 7:45 am if they need to eat breakfast.



BMC runs on a 6-day cycle. **Day 1** will be on Tuesday, September 7; **Day 2** will be on Wednesday, September 8; **Day 3** will be on **Thursday, September 9**; **Day 4** will be on Friday, September 10; **Day 5** will be on Monday, September 13; **Day 6** will be on Tuesday, September 14. **Day 1** will start again on Wednesday, September 15. If there is a snow day, we **do not** skip a day; the day we return to school will be the next consecutive number.

Drop Off Zones: Please be aware the door for **students to enter** is Door 4. If you drive your child to school, please drop off your child on the side where the sign is. Please do not go into the circle in front of the building as it is reserved for the buses. Students will go directly to the cafeteria after entering the building. If a student needs to go to the Gatekeeper, he/she will be given permission from the cafeteria monitor(s).

Absences: If your child is ill, please keep him/her at home. Please call the Attendance Office (x123) to let Mrs. Tavernier know. Upon the student's return, a signed note is required as to why the student was absent. Please have your child hand the note to his/her teacher.

No School: In case of inclement weather, radio station WICY 1490, WPTZ channel 5, and NEWS 10 Now will carry an announcement of closing or early dismissal.

Moving: Please notify Mrs. Martin (x118) of a new address or phone number. If you are moving out of the district, a records release must be secured. Return all books to the teacher, library books to the library and check to make sure lunch charges are paid.

Bus Passes: If a student needs to go somewhere other than home, he/she **must bring a note** from a parent or guardian. The note should include: student's name, date, person's name and address where student will be getting off the bus, and bus # if possible. Please do not give a child a note for a party after school, if at all possible. This sometimes overloads the buses.

Phone calls cannot be taken for a bus pass. This is for the safety of your child. If your child needs a bus pass after leaving for school, you will have to bring in a note or fax one to the school at 529-6644.



Elementary Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance shall:

- ✓ Be safe, appropriate and not disrupt or interfere with the educational process. This means **hats (boys and girls)** should be left at home (except winter hats); shirts with vulgar language or alcohol symbols should also be worn outside of the school day.
- ✓ Be respectful of students and staff in the building

If a student chooses to disregard the above recommendations, the Principal will inform the parent of the situation and ask the student to change.



Teacher Requests: Please be aware of the policy for 2010-11 school year. Requests for specific teachers for your child will not be entertained. We (Principal/teachers) spend a great deal of time and energy creating class lists that are heterogeneous, balanced between boys and girls with learning styles thoughtfully considered.

If you have a specific problem, please call Mrs. Devins and make an appointment to bring your specific, academic concerns to her.

UPK-4 Teachers for 2010-11

UPK

Mrs. Tamara Hanna, Ms. Crystal Fefee (Teaching Assistant)

Kindergarten

Mrs. Amy Schack-Sehlmeyer, Mrs. Julia Aubrey, Mrs. Jodie Flick
Mrs. Lynn Poupore (Reading Teacher)

1st Grade

Mrs. Denise Goodrow, Mrs. Ashley Fregoe, Mrs. Nancy Marshall
TBA (Reading Teacher)

2nd Grade

Mr. David Fowler, Mrs. Lynne Dumont, Ms. Sara Manchester
Mrs. Jeannette LaClair (Reading Teacher)

BOCES K-2 (12:1+1)

Mrs. Kim Lamitie, Mrs. Kathy Fairchild (Teaching Assistant)

BMC Special Education Grades K-2

Mrs. Melissa Bilow

3rd Grade

Mrs. Sheri LaRock, Mrs. Kimberly Racicot, Mrs. Bernadette St. Mary
Mrs. Meeghan Marlow (Reading Teacher)

4th Grade

Mr. Don Terry, Mrs. Lori Malette, Mrs. Lynn Fowler
Mrs. Melissa Whipple (Reading Teacher)

BOCES Grades 3, 4 (12:1+1)

Mrs. Maureen Degon, Mr. Dan Andrews (Teaching Assistant)

BMC Special Education Grades 3, 4

Mrs. Debbie Mariano

BMC Grades 1-4 (8:1+1 Class)

Mr. Keith Fenton, Ms. Amy Robinson (Teaching Assistant)

Physical Education

Mr. Adam Britton, Ms. Amy Chase

Art

Mrs. Donna Steenberg

Music

Mr. Adam Guenther

Library

Mrs. Patricia Decker

BMC School-Wide UPK-4

PBIS

PBIS refers to a systems change process for an entire school or district. **The underlying theme is teaching behavioral expectations** in the same manner as any core curriculum subject. The **school** will focus on 4 behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what NOT to do, the school will focus on the preferred behaviors.

Consistency from class to class and adult to adult is very important for successful implementation.

The team will create a matrix of what the behavioral expectations look like, sound like, feel like in all the non-classroom areas. The matrix will have 2 or 3 positively stated examples for each area.

Primary Prevention

This description of Primary Prevention in School-wide Positive Behavioral Interventions and Supports details the process and practices:

Core Principles

- 1. We can effectively teach appropriate behavior to all children.** All PBIS practices are founded on the assumption and belief that all children can exhibit appropriate behavior. As a result, it is our responsibility to identify the contextual setting events and environmental conditions that enable exhibition of appropriate behavior. We then must determine the means and systems to provide those resources.
- 2. Intervene early.** It is best practices to intervene before targeted behaviors occur. If we intervene before problematic behaviors escalate, the interventions are much more manageable. Highly effective universal interventions in the early stages of implementation which are informed by time sensitive continuous progress monitoring, enjoy strong empirical support for their effectiveness with at-risk students.
- 3. Use a multi-tier model of service delivery.** PBIS uses an efficient, needs-driven resource deployment system to match behavioral resources with student need. To achieve high rates of student success for all students, instruction in the schools must

be differentiated in both nature and intensity. To efficiently differentiate behavioral instruction for all students, PBIS uses tiered models of service delivery.

4. **Use research-based scientifically validated interventions to the extent available.** No Child Left Behind requires the use of scientifically-based curricula and interventions. The purpose and requirement is to ensure that students are exposed to curriculum and teaching that has demonstrated effectiveness for the type of student and the setting. Research based, scientifically validated interventions provide our best opportunity by implementing strategies that will be effective for a majority of students.
5. **Monitor student progress to inform interventions.** Use the data to determine if interventions are effective or not.
6. **Use data to make decisions.** A data-based decision regarding student response to the intervention is central to PBIS practices. An on-going data system needs to be in place and the resulting data used to make informed behavioral intervention planning decisions.
7. **Use assessments for 3 purposes.**
 - Screening of data comparison per day per month for total office discipline referrals
 - Diagnostic determination of data by time of day, problem behavior and location
 - Progress monitoring to determine if the behavioral interventions are producing the desired effects

Primary prevention is significant in that it moves the structural framework of each educational unit from reactive approaches to proactive systems change performance. **This effort unites all adults using**

1. **Common language**
2. **Common practices (school-wide sign for “Quiet”)**
3. **Consistent application and positive and negative reinforcement**

*Appropriate behaviors are taught, modeled, practiced and observed.



PBIS School-wide UPK-4 Expectations @ BMC

Setting/rules	Be Safe	Be Caring	Be Respectful	Be Responsible
Classroom	<ol style="list-style-type: none"> 1. Walk 2. Keep hands and feet to self 3. Keep all furniture legs on the floor 	<ol style="list-style-type: none"> 1. Use kind words 2. Be a good friend 3. Help and share 4. Be honest 	<ol style="list-style-type: none"> 1. Raise hand to talk 2. Wait your turn 3. Put things where they belong 4. Use quiet voices 5. Do your best 	<ol style="list-style-type: none"> 1. Be on time 2. Have assignments completed on time 3. Have supplies ready 4. Follow directions
Hallway	<ol style="list-style-type: none"> 1. Walk/Stay on the right 2. Stay in straight lines 3. Walk one stair at a time 	<ol style="list-style-type: none"> 1. Have a friendly face 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Observe "Quiet Zone" 	<ol style="list-style-type: none"> 1. Tie your shoes 2. Leave together 3. Stay together
Playground	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Use equipment properly 3. Keep what is on the ground on the ground 4. Report any harmful situations to the supervisor 	<ol style="list-style-type: none"> 1. Play fairly 2. Share 3. Include others 	<ol style="list-style-type: none"> 1. Play safely 2. Return equipment 	<ol style="list-style-type: none"> 1. Dress for the weather 2. Listen for the whistle, stop, line up
Bathroom	<ol style="list-style-type: none"> 1. Use fixtures appropriately 2. Wash hands with soap 	<ol style="list-style-type: none"> 1. Keep bathroom clean 2. Tell teacher if another student needs help 	<ol style="list-style-type: none"> 1. Remember only one student to a stall 2. Flush toilet 3. Respect each other's privacy 	<ol style="list-style-type: none"> 1. Be quick 2. Return immediately to your class
Cafeteria	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Wait your turn in line 3. Take only what you can eat/drink 4. Walk to your table quietly 	<ol style="list-style-type: none"> 1. Practice good table manners 2. Put trash in trash cans 3. Clean up messes 	<ol style="list-style-type: none"> 1. Use quiet voices 2. Eat your own lunch 3. Be friendly 	<ol style="list-style-type: none"> 1. Bring or buy your lunch 2. Raise your hand if you need something 3. Use the bathroom if you need to
Enter/Exit School	<ol style="list-style-type: none"> 1. Hold hand rail 2. Keep hands and feet to self 3. Follow directions 	<ol style="list-style-type: none"> 1. Help others 2. Move quickly 	<ol style="list-style-type: none"> 1. Observe "Quiet Zone" 	<ol style="list-style-type: none"> 1. Listen for announcement 2. Walk with your teacher to the exit/bus
Bus (Early run)	<ol style="list-style-type: none"> 1. Stay seated 2. Listen to the driver and monitors 3. Keep objects to yourself 	<ol style="list-style-type: none"> 1. Use kind words 2. Wait your turn to get on/off the bus 	<ol style="list-style-type: none"> 1. Keep food in your backpack 2. Keep large objects on your lap while seated 3. Use inside voices 	<ol style="list-style-type: none"> 1. Stand in line quietly for the bus 2. Keep backpacks on your back 3. Sit where the driver tells you
Assembly	<ol style="list-style-type: none"> 1. Stay seated on your bottom 2. Stay with your group 3. Enter/exit quietly 	<ol style="list-style-type: none"> 1. Respond in the right way....at the right time 	<ol style="list-style-type: none"> 1. Keep eyes forward 2. Listen quietly 3. Keep hands and feet to self 	<ol style="list-style-type: none"> 1. Bring what you need...when you need it 2. Be on time
Inside Recess	<ol style="list-style-type: none"> 1. Keep hands and feet to self 2. Play safely 	<ol style="list-style-type: none"> 1. Play fairly 2. Share 3. Include others 	<ol style="list-style-type: none"> 1. Use kind words 2. Use quiet voices 3. Use/return equipment properly 	<ol style="list-style-type: none"> 1. Clean up
Emergency	<ol style="list-style-type: none"> 1. LISTEN 2. Follow directions 3. Observe "Quiet Zone" 4. Stay with the teacher 	<ol style="list-style-type: none"> 1. Help others 	<ol style="list-style-type: none"> 1. Keep hands and feet to self 	<ol style="list-style-type: none"> 1. Be alert

