

Introduction

The Myers Corners Conduct Code Committee reviews our code of behavior on a yearly basis. It is expected the parents will review the Myers Corners Code of Conduct and the Wappingers Central School District Code of Behavior in this handbook with their child. If, during the course of the year, any parents have any suggestions for improving the Myers Corners Code of Conduct, please call the principal. We appreciate any feedback that will be of help to make Myers Corners an even better place to learn.

Specific rules at Myers Corners School:

1. Gum-chewing is not allowed in our school.
2. Hats and outer-wear apparel are not to be worn in school.
3. Hair spray, excessive use of perfume, and any aerosol cans are not allowed on school property.
4. White -out, laser pointers, wallet chains, neck key chains, and long key chains are not allowed on school property for safety reasons.
5. Electronic entertainment items (including but not limited to: radios, disc-mans, walkmans, boom boxes, hand-held electronic games, cellular phones, beepers) are not allowed on school property.
6. Toys, collectors' cards, and any personal valuables are not allowed on school property.
7. Hard balls may not be used on school grounds.
8. All rules as listed in the Code of Behavior for the Wappingers Central School District also applies to Myers Corners School.

Sixth Grade Center issues:

1. Appropriate social behavior is expected. Inappropriate public display of affection will not be tolerated.
2. Student movement throughout the building will be on a pass system.
3. Students will be held responsible for any and all items brought to school and found on their person, in their possession, and in their book bag.
4. Students are held responsible for what they say and what they write.

We would like to emphasize the major role played by the parents in supporting our efforts here at school. When our staff and parents work together, particularly in the area of discipline, we are likely to see far better results in the behavior and attitudes of our students. One area which you should discuss with your child is the appropriate behavior expected while waiting for the school bus in the morning. During the coming year, we intend to promote respect and pride here at Myers Corners School, and we appreciate the parental support of these goals. Ultimately, we are hoping to see our students develop self-discipline as they understand their roles and responsibilities.

SCHOOL CITIZENSHIP AND CONDUCT

As a citizen of your school community, you have not only rights and privileges, but responsibilities as well. Among these are respect for the knowledge and experience of your teachers, administrators, and schoolmates, respect for the rights and property of others, and loyalty to your friends and to your school.

There is a premium on good behavior and common courtesy. These qualities of your personal character are the basis by which you are most often and readily judged by your schoolmates, and, when you become an adult, by the employer with whom you are seeking a job.

The school has set up reasonable rules and regulations and is explaining them clearly to everyone. A copy of the Student Code of Conduct is contained in this handbook. It is understood that those rules will be fairly and firmly enforced by school staff. Rules and regulations are made to protect the rights of everyone and include due-process procedures; The Code of Conduct includes rules, regulations, and disciplinary actions. Written disciplinary reports will be submitted to the administration when necessary.

- ACADEMIC REPORTING

Kindergarten - Grade 5

Report cards are issued four times per year at 10, 20, 30, and 40 weeks. Parent/teacher conferences take place at the end of the first marking period. The three remaining periods are covered by the usual report cards.

Grade 6

Sixth-grade students receive five-week progress reports, and report cards are issued and mailed home four times a year at 10, 20, 30, and 40 weeks.

- AFTER SCHOOL PROGRAM

There is a YMCA program held at Myers Corners School beginning at dismissal and ending at 6:00 p.m. every day. This program provides creative experimental learning activities, homework support, snack and drinks. For more information on this program including fees, please call (845) 562-1088.

- ANNOUNCEMENTS

Announcements will be made via the public address system at the beginning of the school day and will include the Pledge of Allegiance.

- ATTENDANCE

Students are expected to be present and punctual throughout the year. Each student is assigned to a classroom and is to go directly to that classroom upon arrival by bus. There, the official record of attendance is kept by the classroom teacher. In the event of tardiness, the student is to report to the main office with a note explaining the reason for the tardiness.

When an absence occurs, the parent is required to call the school before 8:30 a.m. to verify the absence. At this time, you may also request your child's schoolwork/homework for that day. This will be available for pickup in the Main Lobby at 2:30 p.m., or it may be sent home with another student. Upon returning from the absence, the student is required to bring a note from his parent or guardian to the classroom teacher explaining the reason for the absence.

- BATHROOMS

Student bathrooms are located in the middle of each wing of the building, as well as behind Cafeteria 1. (Most of the classrooms in Grades K-3 also have bathrooms.) Students should use the boys' and girls' rooms nearest their classroom. The bathrooms labeled "Men" and "Women" are for adults only and are not to be used by the students.

- BUS TRANSPORTATION

Our transportation system is extensive. The great majority of Wappinger's students are bused to school. The buses operate on a time schedule. It is important that students be at their proper stop a few minutes **before** scheduled pick-up time. Buses are not allowed to pick up or discharge students at stops other than those scheduled.

If for some reason sufficient numbers of buses are not available for the transportation of children to and from the schools in the Wappinger Central School District the "Emergency Transportation Plan" will be in effect so that school may be in session. Please listen to your local radio stations, especially in the early morning, for announcements concerning this.

Under this plan, transportation to and from school is to be provided and/or arranged for by the parents. The plan we have adopted for the arrival and departure of children is a geographical one (based on bus routes), making it possible for parents to arrange car pools, etc. It is necessary to limit the number of private vehicles anticipated on school grounds. This plan makes it possible to carry out our regular school day.

For safety reasons, parents are not allowed to drop off children in front of the building between 7:30 and 8:15 a.m. They are to use the side parking lot for dropping off children. This avoids problems with the loading or unloading of buses or vans. **IT IS VERY IMPORTANT TO KEEP THE TRAFFIC MOVING SO THE LINE OF CARS DOES NOT BACK UP!**

Bus transfers are not permitted. Students must ride to and from school on their assigned bus. (Consideration is given in emergencies - please call the principal.) Changes in assigned buses and bus stops must be approved by the school administration and the district transportation department.

-STUDENT DROP-OFF

Please do not drop students off prior to 7:40 AM as there is not adequate supervision before this time.

- CAFETORIUM

There are two rooms labeled "Cafeteria 1" and "Cafeteria 2". They are all-purpose rooms, since they are used as cafeteria lunch rooms, auditorium and assembly rooms, physical education teaching stations, and band and chorus rooms.

- CAMPUS AND BUILDING CARE

Pride in school is reflected in the pride we take in the appearance of our campus and building. It is the responsibility of each student to maintain the neatness of our school and surrounding grounds.

- CHARACTER EDUCATION

Myers is dedicated to helping our students understand the importance and value of good citizenship through character education. Our staff does this by informally and formally recognizing appropriate behavior. Various posters and banners are displayed throughout the school and in each classroom. Helpful hints for parents to foster character education for their children are sent home. Our teachers and support staff work hard every day to integrate good citizenship into the curriculum.

- COMMUNICATION

The interest of our students is best served by close communication and cooperation between parents and teachers. Grade level parent meetings are held during the year. In addition, parents are invited to individual conferences; LIT and Team Meetings to discuss student progress, concerns. Parents are encouraged to contact the school with any concerns.

- DELAYED OPENINGS

In the event of a delayed opening of school, the delay will be for two hours and morning Kindergarten will be cancelled.

Parents may also call the school at 298-5260 (select Item #2 on the menu), the transportation office at 298-5225 (select Item #2 on the menu), or check the district website at "www.wappingersschools.org". Messages will be posted by 5:30 a.m. (or soon thereafter).

- DRESS CODE

Standards of dress and personal grooming at Myers Corners School should contribute to the student's appearance and personality. Each student should select and wear his/her clothing with this in mind.

The Dress Code at Myers Corners School prohibits students from wearing articles of apparel which:

1. Endanger the safety of the student;
2. Endanger the health of the student in school;
3. Cause a disturbance in the classroom or are so distracting as to interfere with the learning and teaching process; or
4. Display alcohol, tobacco, or drug products.

- DRILLS

Bus Safety Drills

Bus safety drills are held periodically to ensure student safety in an emergency.

Emergency Drills

These drills are conducted to prepare for an emergency situation (i.e., high winds, possible tornado, etc.) which indicates that students and staff should evacuate from their classroom to the safest possible areas.

Evacuation Drill

These drills are conducted to prepare our community for an event in which we need to evacuate everyone from the building (i.e., gas leak).

Fire Drills

Fire drills are held periodically all year long. The signal to move from the room you are in to go outdoors is a siren type. Acquaint yourself the first day of school with the fire drill procedure. These directions are printed clearly on a card near the door of each room.

When the fire drill signal is sounded, move quickly and quietly to the exit by which you are directed to leave the building. Once outside, move far enough away from the building so that classes following you will not be held up in the doorways.

Lock-Down Drills

If events warrant a full "lock down" of the building, all non-essential movement is restricted and **NO ONE** is allowed to enter or leave Myers Corners School. Parents **WILL NOT** be able to pick up children until the threat has subsided. Presumably, it would be unsafe to have any student or parent movement in or around the school. It is of the utmost importance to ensure the safety of both the students and adults to enforce these restrictions without exception.

Re-Unification Drill

In the event that parents need to pick up their children due to a school emergency, the school has implemented a plan for the parent/student pick up in an orderly fashion. Please do not call the school directly. Phone calls from parents will tie up the phone lines and will overburden vital staff that will be needed for other duties.

HEALTH FACILITIES: The health facilities at the school are open daily during school hours. A nurse or a health aide is on duty. Children who become ill or injured in school are cared for until the parent can be contacted and suitable arrangements can be made for further medical care. Accidents that occur at home or away from the school property cannot be cared for by the school.

Children returning from absence due to communicable diseases (i.e. chickenpox, pink eye) must be brought by the parent to the health office. Children should not return to school until twenty-four hours after being fever-free.

MEDICATIONS: The school nurse is not permitted to administer internal medication of any kind without written permission and directions from a doctor.

Children may NOT bring medication of any kind to school. Oral medications and medication for use on the external surfaces of the body are all included in this restriction (e.g. aspirin, cough syrups, ointments, etc.). Medications brought to school will be confiscated and may be claimed only if a parent reports to school.

In some circumstances, the school nurse may cooperate with physicians and parents in administering medication. A written order must be presented, signed by a physician, giving the following information:

| Name of medication | Time | # of Days |
|--------------------------|------|-----------|
| Reason for administering | | |
| Dosage | | |

Medication must have a professional label (either a drug store or drug company) and be delivered to the school nurse by the parent. The parent must also give permission by a written request to the school nurse to give as directed.

Parents must claim unused medicine at the Health Office within 7 days after the last date of administration, after which time the medicine will be discarded. Any request for change in dosage must be accompanied by a written request of the physician and the parent.

These procedures comply with New York State regulations.

IMMUNIZATIONS: All students, according to State Law, must be properly immunized or present to the school the valid reason for not being immunized. Immunization against a given disease means immunization with an approved licensed vaccine in the following manner:

1. Three or more doses of diphtheria toxoid.
2. Two doses of live measles vaccine.
3. A single dose of live rubella vaccine.
4. A single dose of live mumps vaccine.
5. Three or more doses of oral/inter-muscular poliomyelitis vaccine.
6. Three doses of Hepatitis B if born on or after January 1, 1993.
7. One dose of Varicella if born on or after January 1, 1998, or written proof from a physician that the child has had the disease.
8. TDap Vaccine

This must be certified by a physician licensed to practice medicine. **NO STUDENT WILL BE ALLOWED TO ATTEND SCHOOL WITHOUT A CERTIFICATE OF IMMUNIZATION SIGNED BY A PHYSICIAN.**

- HOME TEACHING

Home teaching is made available to those students who, because of medical, physical, or psychological problems, are not able to attend school.

- LIBRARY

The library is available to all students throughout the school day. Children may go to the library, with the permission of their teacher, to select materials, read, or do research.

Each student is responsible for the materials he/she checks out, and District Policy requires that any lost materials must be paid for.

Student orientation to library procedures will be explained in detail at the start of each school year.

- LOST AND FOUND

Students who find lost articles are asked to take them to room 124 A where they can be claimed by the owner.

- LUNCH – Regular Lunch is: \$2.15

Myers Corners School participates in the District's "Point of Sale" system. Each student receives an individual and unique access number, which he or she uses to have monies deducted from his or her account each day. Deposits may be made by cash or check (payable to "WCSD Food Service Department"). When making deposits into an account, we prefer students submit payment to the kitchen staff in the morning rather than at lunchtime. Deposits may be made weekly, monthly, or yearly.

This computerized system accomplishes several important benefits. Parents have the convenience of setting up accounts for their children instead of giving them money daily. As less money is handled, lines move more quickly through the cafeteria, thus giving students more time for lunch. The system also teaches students responsibility and how to budget money. Parents may, at any time, request a printout of all student purchases and may limit the amount of money spent on snacks each day. This can help parents to know what their child is purchasing and make any changes they deem necessary.

Students who are eligible for free or reduced meals may also use the system. There is no way for anyone else to distinguish between students on a paid plan and students eligible for free or reduced meals.

We encourage all parents to use this system, as it benefits parents, students, and the kitchen staff. You may call the Food Service Office with any questions or to request a detailed written explanation of the plan at (845) 298-5075.

- MONEY

Students who bring cash or a check to school should bring it in a sealed envelope. Please mark the outside of the envelope accordingly (i.e., PTA, field trip, etc.) and include the student's name and room number. It is recommended that you limit the sums of money your child brings to school. We recommend that valuables or large sums of money not be brought to school.

- PARENT PICK-UPS

In order to ensure the safety of all students, the office staff will request picture identification from persons when requesting to take a child from school.

Permanent Parent Pick-Ups: Parents are required to fill in a Permanent Parent Pick-up Form specifying the days of pick up and names of people who are allowed to pick up the student. The child's teacher will send the student to Cafeteria 2 at dismissal where he/she MUST be signed out. If for any reason this changes, notification must be put in writing.

Students being picked up from school before dismissal: If your child will be picked up from school before dismissal, a note must be brought in to the main office. The note must contain the time and the name of the person who will pick up the child. The child's teacher will send the student to the main office at the specified time. The child MUST be signed out in the main office. If for any reason this changes during the day, you must contact the main office.

Emergency pick-up: In case of an emergency, ONLY those people who are listed on the child's emergency card will be permitted to pick up your child without prior written notification. If this changes at any time during the school year, it must be put in writing.

PLEASE DO NOT COME DURING DISMISSAL AND REQUEST TO PICK UP YOUR CHILD WITHOUT PRIOR NOTICE UNLESS IT IS AN EMERGENCY!

- PHYSICAL EDUCATION EXCUSES

A student must attend a physical education class unless there is a note from the family physician or School Nurse stating the reason for not attending. If a note is brought to school signed by a parent, it must be authorized by the School Nurse. If it becomes necessary for the student to be excused for longer than one week, the request must be signed by the doctor.

- SCHOOL EMERGENCY CLOSINGS

Bad Weather - School Closing

In the event of a serious/unusual weather disturbance,(i.e., hurricane, heavy rains, flooding, heavy snow, sleet, or icing conditions) during the night or early morning, or dangerous roads due to bad weather, provision is made for making "no school" announcements over the local radio stations. Some of the local stations you may check are:

WEOK Poughkeepsie 1390 AM
WPDH Poughkeepsie101.5 FM
WKIP Poughkeepsie 1450 AM
WBNR Beacon 1260 AM
WSPK Beacon 104.7 FM
WGNV Newburgh 1220 AM
WHPN Hyde Park 950 AM

The lunch menu for a school closing day will generally be served the following day, unless the closing is on a Friday.

See also: Delays

Building Mechanical Breakdown - Early School Closing

School may be closed or be dismissed earlier than usual due to problems such as loss of water supply, electricity, or heat. We make every attempt to announce this over the radio stations listed above.

Change in Weather - Early School Closing

There may be times when school will dismiss earlier than usual due to very bad weather that may develop during school hours. Therefore, you should be on the lookout for school buses arriving home early on these days. Time permitting; every attempt will be made to have announcements made over the above radio stations.

If you meet your child at his/her bus stop or if you have a special problem and wish to be notified by telephone of any change in dismissal, please state this in writing and send it in to the main office. We wish to keep these requests to a minimum, since we will only be able to make limited telephone calls.

- SECURITY

All people visiting Myers Corners School are required to go directly to the Welcome Desk and sign in. They will then receive a building pass which indicates where they may go in the building. Upon leaving the building they must return to the Welcome Desk and sign out.

- STUDENT RECORDS (FERPA RIGHTS)

The Board of Education recognizes the legal requirement to maintain the confidentiality of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including the Family Education Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the Commissioner's Regulations.

Parent(s) or guardian(s) of students under 18 years of age and students 18 years of age or older ("eligible students") currently in attendance have rights under FERPA. These rights are listed below:

1. Inspect and review the student's education records;
2. Understand the intent of the school district to limit the disclosure of personally identifiable information contained in a student's education records, except:
 - a. by prior written consent of the student's parent(s) or guardian(s) or the eligible student;
 - B. under certain limited circumstances, as permitted by FERPA;
3. Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
4. File a complaint with the U.S. Department of Education alleging failure of the district to comply with FERPA and its regulations; and
5. Obtain copies of this procedure.

- TELEPHONE USE

It is not possible to call students to the telephone. However, messages of an emergency nature will be delivered to the student. Students may not use a phone without the knowledge and permission of an authorized adult.

- TEXTBOOKS

Textbooks are issued to students for their use in the Wappingers Central School District.

Board of Education policy/rules require that when a textbook is lost or destroyed, the student must pay for the cost of a new book, or he/she can obtain a replacement. A student will be charged for any damage incurred beyond normal usage.

- TRANSFERS

The school should be notified as soon as possible if a student is moving and/or transferring to another school.

- VISITOR'S PASSES AND THE LOITERING LAW

The law concerning trespassing on school property has been interpreted by the sheriff and district attorney, and it is absolutely necessary that all be made aware of the provisions of this legislation. It is printed below:

“S772-b. Any person not the parent or legal guardian of a pupil in regular attendance at said school who loiters in or about any public school building or grounds without written permission from the principal, custodian, or the person in charge thereof, or in violation of posted rules and regulations governing the use thereof, shall be guilty of disorderly conduct.”

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