

MT. PLEASANT BLYTHEDALE UFSD



PARENT/STUDENT HANDBOOK

School Year 2018-2019

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INTRODUCTION

Welcome to the Mount Pleasant-Blythedale Union Free School District, a Special Act Public School District created by the New York State Legislature in 1971 to provide mandatory instruction for the patients at Blythedale Children's Hospital. School is an integral part of childhood and learning is a pivotal goal of effective rehabilitation and medical intervention at Blythedale.

Mount Pleasant-Blythedale (MPB) School provides comprehensive educational programs in accordance with the Regulations of the New York State Education Department. Instruction is based on Common Core Standards and on students' Individual Education Plans (IEP). Children attend school for a full day accompanied by their medical equipment. Students can earn credit towards a Regents or Local diploma in the state-certified high school. Preparation for the Test Assessing Secondary Completion (TASC) program is also available. The school year is extended to include a 30-day summer program for all students.

A compassionate, specially trained and certified instructional staff employs a multitude of strategies, adaptive equipment and materials to educate students. Special subjects, such as art, music, and creative writing are part of the program. Class size is small, each with a teacher and/or teaching assistant and/or teacher aide. The medical staff of the hospital provides prescribed medical services and therapies during the school day.

The *Parent/Student Handbook* contains important information about our school and the policies and procedures you and your child will need for a successful school year. Please read it.

If you have any questions about anything contained in this handbook, please contact the School at (914) 347-1800, followed by extension indicated below.

IMPORTANT INFORMATION

Board of Education

Peter Rittmaster, President

Owen Gutfreund, Vice President

Dr. Micheline Malow

Dr. Leslie Soodak

Frank Stern

Virginia Furth Weisman

Judith Goodhue Weiner

District Administration

Dr. Emily Hersh, Superintendent of Schools

Sandra Myke, School Business Administrator

ext. 81304

ext. 81306

School Administration

Mrs. Griselda Rodriguez-Reyes, Principal

Mrs. Amelia Carpanzano, Asst. Principal/CSE Chairperson

ext. 81204

ext. 81205

District Administrative/Support Staff

Kate Garcia, School Counselor

Francesco Bello, School Psychologist

Andrea Aitken, District Clerk

Marlina Ferrandino, Principal's Secretary/Placement Assistant

Marisa Rush, Office Assistant

ext. 81213

ext. 81214

ext. 81301

ext. 81202

ext. 81307

School Hours

PreK

8:30 a.m. – 2:30 p.m.

Elementary

9:00 a.m. – 3:00 p.m.

Secondary

9:00 a.m. – 3:15 p.m.

I. MISSION, NONDISCRIMINATION, ANTI-HARSSMENT STATEMENTS

EDUCATIONAL PROGRAM

It is the mission of the Mt. Pleasant-Blythedale UFSD to create a community for the excitement and love of learning in the pursuit of academic excellence and personal growth in a caring environment. The educational program is designed to encourage each student to maximize his/her educational potential. However, medical treatments are the priority and are provided during the school day. As a result, students may not advance educationally at the same rate as peers without medical needs. Therefore, the school program is twelve months to enable students to continue their medical and school programs during the six week summer program. The Board encourages parents and teachers to work collaboratively to develop realistic plans to help students to meet the learning standards.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities, regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student counseling services, employment assistance, extracurricular activities or other school resources. The Superintendent is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

ANTI-HARASSMENT

The district is committed to safeguarding the right of all students within the district to learn in an environment that is free from harassment on the basis of sexual/gender stereotypes, race, color and national origin.

Conduct is considered harassment when the student perceives such behavior as unwelcome (e.g. inappropriate touching, verbal or written comments, name calling, spreading rumors, gestures, jokes, pictures).

Any student who believes that he or she has been subjected to harassment should report the alleged misconduct immediately to a teacher or the Principal so that corrective action may be taken at once.

In the absence of a victim's complaint, the school, upon learning of, or having reason to suspect, the occurrence of any harassment, will promptly begin an investigation and take appropriate action upon learning the results of the investigation.

HIV/AIDS

The Board of Education recognizes, based upon the current state of medical knowledge, that there is no evidence that Aids or the HIV virus can be transmitted by casual social contact in the open school setting. Therefore, in accordance with state law and regulations:

- No student shall be denied the opportunity to attend school, continue his or her education or take part in school related activities solely on the basis of being diagnosed as having AIDS or the HIV infection.
- No student will be subjected to adverse treatment, discrimination or stigma because he or she has been diagnosed as having AIDS or HIV infection.
- No disclosure of HIV-related information involving a student shall be made without first obtaining the informed consent of the parent or student.

LIST OF ANNUAL PARENTAL NOTIFICATIONS

Under federal and state law and regulations, notice of the following must be provided at the beginning of each school year:

- The district's code of conduct
- The district's attendance policy
- The grievance procedure for resolving complaints of discrimination or harassment may be obtained from the Principal's or Superintendent's offices
- Information and instruction regarding emergency procedures
- Pesticide application on school property including the procedures for requesting 48 hour advance notice prior to all applications on school property is available from the Principal's or Superintendent's office.
- District Student Privacy Notice
- Parent's rights under the Family Educational Rights and Privacy Act (FERPA) regarding access to student records and student directory information
- Parents' Right to Know under NCLB
- Parents' Bill of Rights for Data Privacy and Security

STUDENT DISMISSAL PRECAUTIONS

If anyone seeks the release from school of a student, he/she must report to the school office and present satisfactory identification to the Principal or designee. With prior written approval from the parent/guardian and at the Principal's discretion, students may be released to a person other than a parent/guardian.

II. COMMUNITY RELATIONS

MT. PLEASANT-BLYTHEDALE BOARD OF EDUCATION

Meetings of the Board of Education

In order to perform its duties in an open and public manner, and in accordance with state law, the Mt. Pleasant-Blythedale Board of Education holds regular business meetings generally on the *third or fourth Tuesday* of most month in the school library. Parents, students and other members of the community are encouraged to attend.

Can members of the public speak at Board meetings?

The Board encourages public participation at Board meetings. At the beginning of each meeting, there is an opportunity for public comment. Persons wishing to speak should contact the district clerk at 914-347-1800 (ext. 81301) to be placed on the schedule. Please specify the organization that will be represented and the agenda that will be discussed. Comments should be kept as brief as possible (not more than five minutes in length) and must relate to the meeting's published agenda items.

VISITORS TO THE SCHOOL

All visitors to the school must report to the main office, present identification, sign the visitor's register and obtain a visitor's pass which must be displayed at all times.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Mt. Pleasant-Blythedale UFSD expects a high standard of conduct from its students, faculty and support staff, as well as visitors to the schools. The school will enforce a code of conduct, which governs the conduct of all persons, whether or not their presence is authorized, upon any premises or property under the control of the district.

No person, either alone or with others, shall:

1. injure any other person or threaten to do so;
2. damage or remove district property;
3. disrupt the orderly conduct of classes, school programs or other school activities;
4. distribute or wear materials on school grounds which appear obscene, which advocate illegal action, discriminate against race, nationality or religion, appear libelous, disruptive to the school program or obstruct the rights of others;
5. intimidate, harass, or discriminate against any person;
6. enter the school without authorization or remain in the building after it is normally closed;
7. obstruct the free movement of any person in any place to which these rules apply;
8. violate the traffic laws, parking regulations or other restrictions on vehicles;
9. possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property;

10. possess or use firearms and/or other weapons, including air guns, pistols, rifles, shotguns, ammunition, explosives, box cutters, knives, gas canisters, pepper spray or other noxious spray in or on school property;
11. loiter on or about the school building;
12. gamble in school;
13. refuse to comply with any lawful order of an identifiable school district official acting in the performance of his or her duties;
14. incite others to commit any of the acts herein prohibited; and/or
15. violate any federal or state statute, local ordinance, or Board policy.

Penalties: Anyone who violates any of the provisions of these rules is subject to appropriate penalties, up to and including verbal or written reprimand, suspension, ejection, arrest, and/or prosecution.

PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of this policy is to resolve such concerns specifically with only the parties involved, whenever possible.

Public complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Principal; if there is no resolution on this level, the Superintendent shall be contacted. The Superintendent may refer the issue to the Board for the final resolution. All matters referred to the Superintendent and/or Board must be in writing.

SCHOOL DISTRICT RECORDS

Often, parents and students and other community members may want to have specific information about the schools in this district. Interested persons may inspect and/or copy school district records at the Superintendent's Office. Requests to inspect or make copies of records must be submitted in writing to the Superintendent's Office. Information regarding fees will be provided. The Administration shall acknowledge receipt of the request and advise the approximate date when the request will be granted or denied.

When a request for access to a public record is denied, the Administration shall indicate in writing the reasons for such denial, and the right to appeal. An applicant who is denied access to a public record may file an appeal by delivering a copy of the request and a copy of the denial to the district clerk of the Board of Education within 30 days after the denial from which such appeal is taken. The appeal will be submitted to the Board of Education for decision.

Parents and certain students have the right to see educational records pertaining to the student under the Family Educational Rights and Privacy Act (FERPA).

Pursuant to Section 2-c and 2-d of the Education Law, parents and students are entitled to certain protections regarding confidential student information.

III. INSTRUCTIONAL SUPPORT

PARENTAL INVOLVEMENT

The Board of Education believes that parent involvement is essential to student achievement, and encourages such involvement in school educational planning and operations. The Board encourages involvement in school functions and at home through planned reading time, informal learning exercises, and/or homework “contracts” between parents and children.

Parents with disabilities will be afforded an equal opportunity to participate in services, programs, and activities of the district, particularly those which are designed for parental involvement and are directly related to their child’s progress (e.g., parent/teacher conferences, and/or meetings with other school personnel).

EDUCATIONAL SCREENING EVALUATIONS

Chapter 53 of the Laws of 1980 requires local school districts to screen all new entrants and students scoring below the statewide reference point on state tests.

All patients ages 5-21 are referred to the school's Committee on Special Education (CSE) and receive an educational screening. Each patient undergoes careful educational and medical assessment upon admission and at intervals thereafter.

Information collected as a result of the educational screening will automatically become part of the student's school records, which are confidential. The educational screening for new entrants is administered by members of the professional staff. Results are shared with parents.

A review of educational data in conjunction with a student's previous school records of academic performance, attendance and teacher reports will be made.

During all screening procedures, when the pupil and/or parents do not speak English, efforts will be made to provide a translator to facilitate screening.

STUDENT PROGRESS REPORTS TO PARENTS

Report cards and/or forms based on each student’s Individual Education Plan and developed by the professional staff will be issued in January and June. Other additional reports may be issued as needed.

Please schedule school visits in advance. Parents are encouraged to visit the school and to meet with the guidance counselor and teachers whenever necessary.

Parents may initiate a conference by calling the school office and making an appointment with the teacher, counselor or Principal. When a parent requests a conference with a teacher, the teacher will make every effort to arrange a mutually convenient time. Such conferences will be planned around the teacher's schedule so as not to interfere with class time.

CHARACTER EDUCATION

We will work in partnership with parents to maintain a learning and work environment that supports the character development of all students. The school program reinforces values such as honesty, integrity, responsibility, fairness, tolerance, perseverance, and respect for others.

TEACHING ABOUT DRUGS, ALCOHOL, TOBACCO

We believe that education is the key to preventing student involvement with drugs, tobacco and alcohol. Instruction includes sessions on the cause and effect of drug, alcohol and tobacco abuse. In addition, all high school students receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

GUIDANCE PROGRAMS

Guidance programs are available for all students K-12. The K-6 guidance program focuses on issues of attendance, academics, and adjustment to the hospital environment. In grades 7 -12, the guidance program provides the following services:

1. an annual review of each student's educational progress and career plans;
2. instruction to help students learn about curriculum options and careers;
3. individual and/or group counseling assistance to help students develop and implement postsecondary education and career plans; and
4. individual or group counseling assistance and/or referral for help for students who exhibit attendance, academic, behavior or adjustment problems.
5. Development of a transition plan.

HOMEWORK

Parents and the school share the responsibility for student learning. Parents can assist their children with homework by:

- providing a study area free of distractions and with good lighting
- asking questions about the content of student homework
- giving requested assistance, but letting the student do his or her own work
- avoiding undue pressure
- helping create a "homework habit" at the same time each night.

Parents should encourage and monitor homework assignments. Any questions regarding homework should be directed to the classroom teacher.

Multi Media Resource Center

The purpose of this center is to be used for research, borrowing books, use of computers, or reading. Students using the center should work quietly and be respectful of others. Materials circulate for a specific period of time, generally two weeks. All students wishing to borrow materials must check them out. Students are expected to be responsible and courteous of the needs of others and return materials on time.

MULTIMEDIA TOOLS IN THE CLASSROOM

During the course of the school year, teachers supplement classroom work by utilizing a variety of multimedia tools. As such, your child may have the opportunity to view one or more videos as part of their classroom participation, including:

- Videos related to the curriculum
- Videos that are in the school library
- Videos that can be obtained through an inter-library loan program
- G-rated videos.

Any videos shown outside the above guidelines will require written notification to parents specifying the video's content and suitability. In these cases, parents will be asked to sign a written permission slip before a student can view such a video.

USE OF SCHOOL COMPUTERS

The Board of Education considers computers to be a valuable tool for education, and encourages the use of computer-related technology in district classrooms.

See Policies 7310, 7311 and 8350

District Responsibilities

While the district uses technological and manual means to regulate access and information on the school computer network, parents should understand that these methods do not provide a foolproof means of enforcing the provisions of the district's policy and regulations.

We make no warranties of any kind, either expressed or implied, for the access being provided. Further, the district assumes no responsibility for the quality, availability, accuracy, nature or reliability of the service and/or information provided. Use of the district's computer network and the Internet is performed at the user's own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided.

We will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the errors or omissions of any user. We will also not be responsible for the unauthorized financial obligations resulting from the use or access to the district's computer network or the Internet.

ASSEMBLIES

Student assemblies are seen as part of the overall educational process. Assemblies will be appropriate to the educational experience and reflect our school's educational mission.

GRADUATION REQUIREMENTS

Diplomas will be granted on the successful completion of the requirements of the Board of Regents, the Commissioner of Education, and the Board of Education. Students are encouraged to meet with the school guidance counselor to discuss graduation requirements on an annual basis.

STUDENT IDENTIFICATION

All students are expected to wear the identification badges or wristlets provided. Day hospital students should leave their badges in the classroom at the end of the day. School/hospital staff will put badges on the students in the morning.

IV. STUDENT RESPONSIBILITIES

STUDENT ATTENDANCE

Regular classroom attendance is essential to academic performance and success. The Compulsory Attendance Law requires each minor from six to 16 years of age to regularly attend school full time, until he or she has been awarded a high school diploma. It is each student's basic responsibility as a member of the school community to be on time and attend all classes, except in those instances listed below (Student Absences and Excuses). Attendance is taken by teachers each day. Daily telephone calls will be made to parents to report absences on an as-needed basis. Every effort will be made to provide students with the opportunity to make up work missed as the result of absences from class.

STUDENT ABSENCES AND EXCUSES

The following reasons for student absences from schools are recognized as valid by the Board of Education:

1. personal illness
2. illness or death in the family
3. impassable roads or weather making travel unsafe
4. religious observance
5. medical issues
6. required court appearances
7. approved college visits
8. or other reasons approved by the Board of Education. See Policy 7110.

Any other absence is considered unexcused. Each absence must be recorded. It is the parent's responsibility to notify the school office on the morning of the absence.

TRUANCY AND TARDINESS

It is important to ensure that students are attending class and are arriving on time, since these are essential aspects of ensuring an orderly environment for learning. Any absence for a reason other than those listed above, or otherwise approved by the school, is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and Family Court.

Since excessive tardiness and absences are not conducive to good work habits or learning, parents should make every effort to have their children in school every day and on time. Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated.

V. STUDENT CODE OF CONDUCT

CODE OF CONDUCT

The Board of Education is committed to providing a safe and orderly school environment where students have a quality education without disruption or interference.

The School District's expectations for conduct on school property are based on principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

Penalties for Violations of Code of Conduct

Level	Example of Offenses	Incident	Possible Consequences
1	<p><i>Engage in conduct that is disorderly/disruptive</i></p> <ul style="list-style-type: none"> a. running or accelerated motion b. making unreasonable noise c. being unprepared for class d. trespassing e. other <p><i>Violate the student dress code.</i></p>	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p>	<p>Verbal reprimand</p> <p>Warning by teacher</p> <p>Call home by teacher Lunchtime detention Becomes level 2 offense</p>
2	<p>Engage in conduct that is insubordinate.</p> <ul style="list-style-type: none"> a. failing to comply with lawful directions of staff b. lateness for, missing, or leaving school without permission c. other 	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p>	<p>Call home by teacher Principal notified</p> <p>Detention</p> <p>Becomes level 3 offense</p>
3	<p>Engage in any conduct that intentionally endangers the safety, morals, health or welfare of others.</p> <ul style="list-style-type: none"> a. gang-related activities b. lying, stealing c. harassment/bullying d. using profane, vulgar or abusive language e. gambling f. other 	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p>	<p>Principal notifies parent Detention</p> <p>Loss of privileges (restitution for stolen property)</p> <p>Becomes level 4 offense (in house suspension)</p>
4	<p>Engage in conduct that is intentionally violent or knowingly illegal.</p> <ul style="list-style-type: none"> a. committing an act of violence b. possessing, displaying or threatening to use a weapon c. intentionally damaging or destroying personal property d. possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances e. inappropriately using or sharing prescription or over-the-counter drugs f. other 	<p>1st offense</p>	<p>Notification of principal and police Parent conference Recommendation made by principal to BCH for suspension or discharge</p>

CARE OF SCHOOL PROPERTY BY STUDENTS

Damage to school property will not be tolerated. Students who willfully destroy, damage or deface school property shall be subject to disciplinary action, and may be prosecuted to the fullest extent possible under the law.

STUDENT DRESS CODE

Students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions.

A student's dress, grooming and appearance shall be safe, appropriate and not disrupt or interfere with the educational process. Clothing advertising, tobacco, drugs or illicit conduct are not allowed. Extremely brief garments are not appropriate. See Code of Conduct and Policy 7312.

PROHIBITED STUDENT CONDUCT

The School District expects students to conduct themselves in an appropriate manner. Students who violate school rules may be subject to disciplinary action when they knowingly:

1. Engage in conduct that is disorderly.
2. Engage in conduct that is insubordinate.
3. Engage in conduct that is disruptive.
4. Engage in conduct that is intentionally violent.
5. Engage in any conduct that intentionally endangers the safety, morals, health or welfare of others, such as bullying, harassment, etc.
6. Intentionally engage in any form of academic misconduct such as cheating, etc.

See Code of Conduct and Policy 7312 for details.

DRUG AND ALCOHOL ABUSE

The school is committed to the prevention of alcohol and other substance use/abuse. No student may use, possess, sell, or distribute alcohol or other substances, nor may he/she use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The term "alcohol and/or other substances" refers to the use of all substances including, but not limited to, alcohol, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any of those substances commonly referred to as "designer drugs." The inappropriate use of prescription and over-the-counter drugs is also forbidden.

Additionally, the following persons are not permitted to enter school grounds or school-sponsored events: any person who gives any visible and/or physical indication that he/she has used or consumed alcohol and/or other substances, or any person who school personnel have reasonable grounds to suspect has used alcohol and/or other substances.

Any substances found shall be taken immediately. The parent/ guardian of the student(s) involved will be called and appropriate disciplinary action taken. The district may bring legal charges against the student(s) involved, including a lawsuit. In its effort to maintain a drug-free environment, the district shall cooperate to the fullest extent possible with local, state and/or federal law enforcement agencies. See Policy 7320.

DANGEROUS WEAPONS IN SCHOOL

The possession of any type of weapon or object intended to be used as a weapon, which poses a danger to the safety and welfare of others is not permitted on school property. The possession of weapons, including mace or pepper spray, will result in disciplinary action.

Any student found guilty of bringing a firearm onto school property may be excluded from school (according to state law) for a period not less than one year.

See Policy 7360.

SMOKING ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal and state law, students, staff, and visitors are forbidden to use or possess tobacco and tobacco-related products (also known as “smokeless” or “chewing” tobacco) on school premises, on school buses, or at school-sponsored activities.

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to school staff. Such violation is subject to police investigation and intervention.

STUDENT CONDUCT ON SCHOOL BUSES

In order that the bus ride to and from school may be safe, the following rules must be observed:

1. Keep all noise at a low level.
2. Keep hands, feet and all possessions to yourself.
3. Obey the bus driver and matron.
4. Remain in place until the driver or matron gives permission for you to leave.

Discipline problems will be referred by the bus driver or matron to the Principal or her designee. The penalty for continued misbehavior may range from suspension from riding the bus to suspension from school. All school rules apply while students are riding the bus. All students riding school buses are expected to maintain good conduct while traveling.

STUDENT SEARCHES AND INTERROGATIONS

An authorized school official or police may search a student or the student’s belongings based upon information received from a reliable informant.

STUDENT DESKS AND OTHER SCHOOL STORAGE PLACES

Student desks and other school storage places may be subject to search at any time by school officials and police without prior notice to students and without their consent.

STUDENTS TO STAFF RESPONSIBILITIES

We believe that the relationship between staff and students should be one of cooperation, understanding, and respect. Students shall be expected to respect staff members as individuals. No student shall have the right to interfere with the efforts of the instructional staff to coordinate or otherwise implement a learning program. No student has the right to interfere with learning activities and efforts of other students.

DISCIPLINARY PROCEDURES

The amount of due process a student is entitled to receive before a penalty is imposed depends on the particular penalty. Regardless of the penalty, however, school personnel authorized to impose the penalty will inform the student of the alleged misconduct and investigate the facts surrounding the alleged misconduct. Students shall have the opportunity to present their version of the facts to the appropriate school personnel involved.

Penalties - Students who are found to have violated the district's code of conduct may be subject to the following penalties:

1. Verbal warning.
2. Written warning.
3. Written notification to parent.
4. Meeting with teacher and/or Principal.
5. Reprimand.
6. Exclusion from a particular class to time out area.
7. In-house suspension.
8. Suspension from transportation.
9. Removal from classroom.
10. Referral to the CSE.

CORPORAL PUNISHMENT

Consistent with regulations of the Commissioner of Education which prohibit corporal punishment, the Mt. Pleasant-Blythedale Board of Education affirms that corporal punishment is not a desirable method of enforcing decorum, order or discipline. The Board therefore prohibits the use of corporal punishment by district employees.

Any complaints about the use of corporal punishment shall be submitted in writing to the Superintendent of Schools. This written complaint will be forwarded to the school attorney within seven days. The Superintendent will investigate the complaint to determine whether an incident actually took place, and if so, to determine the identity of the person or persons who administered the punishment, the identity of the student or students punished, reasons for the action and any other relevant facts or circumstances. Results of this investigation will be forwarded to the school attorney upon completion of the investigation.

STUDENT CONDUCT IN THE CAFETERIA/LUNCHROOM

There are two lunch periods. Students are allowed 45 minutes for lunch, nursing, feeding and recess. The cafeteria/lunchroom rules are as follows:

1. Students may talk with their friends at their own table.
2. Students should keep their hands and feet to themselves.
3. Students should stay in their seats except when getting food.
4. Students must get permission to leave their seats for other reasons.
5. Students should clean up their own area.
6. Students must lineup to return to the school area accompanied by an assigned adult.
7. **Orange unit students (day hospital) may not go to in patient units during lunch.**

VI. SAFETY PROCEDURES

EMERGENCY PLANS

In accordance with regulations of the commissioner of education, the district has developed an emergency management plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

The district emergency management plan includes the following:

1. definitions of "emergency" and procedures to be followed to activate the plan;
2. designation of a control center in anticipation of, or in response to an emergency;
3. identification of sites of potential emergencies;
4. identification of appropriate responses to emergencies;
5. procedures for coordinating the use of district resources and personnel during emergencies;
6. identification of district resources which may be available for use during an emergency;
7. plans for taking the following actions, if appropriate: school cancellation; early dismissal; evacuation; and sheltering;
8. procedures for obtaining advice and assistance from local government officials.

FIRE DRILLS

The Principal or her designee is responsible for conducting fire drills in order to instruct students and staff in exiting the school building in an emergency in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with staff.

SCHOOL EMERGENCY CLOSINGS FOR DAY HOSPITAL

The Superintendent of Schools may close the school or dismiss students and staff early in the day in the event of severe weather or hazardous road conditions. In the event of an early school closing, the school will attempt to notify all parents or an emergency contact before the child is released. The school should have at least **three emergency telephone numbers (relative, friend, neighbor or business number) on file for each child. Please update the school office of any changes in telephone numbers.**

School closings will be announced over local radio stations (WFAS – Dial 1230 AM or 103.9 FM, WHUD – Dial 100.7 FM) and Channel 12 and Channel 7 (ABC), and on the school's website: www.mpbschools.org, and through automated phone system.

If no report is heard, it can be assumed that school is open.

CHILD ABUSE IN AN EDUCATIONAL SETTING

Children have the right to an educational setting that does not threaten their physical and emotional health and development. Parents who believe that their child has been abused by an employee or volunteer of the district should immediately notify the Principal.

PROCEDURES FOR PARENT TRANSPORTATION (NON-BUSSING)

In the interest of ensuring the safety of all MPB students, the following procedure has been established for all children who will not be transported by bus. If there is a need for your child not to take the bus, prior arrangements must be made with the principal.

Procedures:

- Arrival is between 8:45 a.m. – 9:15 a.m.

- Departure is at 2:30 (preK), 3:00 (elementary), and 3:15 (secondary)
- Arrival/departure takes place at Main Hospital Entrance (Elephant Topiary Circle)
- If arrival is outside aforementioned time period, parent/guardian should bring child to Security
- Security will contact main office to notify of arrival
- Alternate arrival/departure time is at the discretion of the Principal

PARENTS' RIGHT-TO-KNOW AS REQUIRED BY ESEA

New Federal legislation requires that we inform you of your rights to information about our school district's Title I program upon request as to:

- whether the teacher has met the state qualifications;
- how the program will meet your child's educational needs;
- how the program will help the child meet age appropriate academic standards;
- the specific exit requirements for the program, the expected rate of transition from the Title I funded program into the classroom, the expected rate of graduation from secondary school (all of these are generally discussed at CSE meeting and in parent conferences);
- how the program helps meet the requirements of the IEP;
- that you can ask to have your child removed from the program;
- how we can help you understand the program, the methodology and other options available;
- notification about evaluation results;
- notification if your child is taught by an uncertified teacher for four or more consecutive weeks and the plan to correct the situation;
- other information which you, as a parent may find helpful in order to understand and participate in your child's learning experiences.

SCHOOL CHOICE

Mt. Pleasant Blythedale School is in compliance with ESEA regulations. The school's status is in good standing.

Further information is available at: www.nysed.gov/accountability/ESEADesignations.html

If you have any further questions, please feel free to call the school.