

K-3 ELEMENTARY STUDENT/PARENT HANDBOOK



Ginther School



Barclay School

2023 - 2024

Brockport Central School District

40 Allen Street

Brockport, New York 14420 - 2296

Brockport Central School District

Mission: We engage and empower each student to achieve excellence as a learner and citizen.

Vision: We aspire to be a leading, innovative, high-performing school district that graduates each student prepared for college or a career.

Core Beliefs:

- **Students first:** Our students are our first priority.
- **Character:** We value integrity, diversity and respect for all.
- **High expectations:** We believe all students can learn and hold high expectations for ourselves and our students.
- **Teaching & learning:** Effective teaching and a rigorous curriculum are the foundations for high-quality learning.
- **Work ethic:** We work hard and take pride in all that we do.
- **Health and safety:** We all have an obligation to promote a healthy, safe and secure environment.
- **Community:** Student, family and community engagement is critical for our success.



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ATTENDANCE

Children who arrive late to school should report to the main office. Arrival after 9:20 a.m. will be considered late arrival. Children cannot walk unattended into the building once the school day has begun.

When your child is ill, please phone the attendance office of their school to notify us of the absence. Our voice mail is always available for you to leave a message. If the school has not received notification of an absence prior to 9:15 a.m., it is necessary for a school representative to contact you to verify why your child did not arrive at school. Sometimes this can be a very cumbersome process, especially when parents must be contacted at their place of employment. Please help us ensure your child's safety by notifying us of absences.

Barclay Attendance (585) 637-1841
Email: att.barclay@bcs1.org

Ginther Attendance (585) 637-1831
Email: att.ginther@bcs1.org

Parents are asked to send a written excuse with their child when he/she returns from an absence. Excuses should include:

Child's full name
Teacher's name
Parent's full name

Date(s) of absence
Reason for absence



BOOK DAMAGE

If a textbook is lost, the school will need to be reimbursed for the cost of the textbook. Fines will be collected for damaged books. The amount of the fine will be determined by the degree of damage as well as the replacement cost of the book.



BUS CHANGES

The following operational changes have been in effect since September 1, 2013 to ensure the continued safety of our students. The Transportation Department will take requests for bus route changes pertaining to babysitter locations and secondary residences/dual residency as follows:

- All bus route change requests will require five (5) school days advance **written** notice.
- Requests will only be processed by the Transportation Department staff. (Requests received at school buildings will be forwarded to the Transportation Department and may delay the start of the requested change.)
- Same day or single day bus requests will **not** be accommodated.

Written requests can be completed on the Transportation Request Form and faxed to (585) 637-1885, mailed, or brought directly into the Transportation Department, 58 Owens Road, Brockport, NY 14420. The Transportation Request Form is available at all elementary school main offices, at the Transportation Department, or at www.bcs1.org (Follow the District Links to Departments and Services, then select Transportation). Once the request is processed by the Transportation Department, the parent/guardian will be given the new busing information.

THE BUS DRIVER HAS COMPLETE AUTHORITY TO ENFORCE
ALL RULES AND REGULATIONS ON THE BUS

BCSD Transportation Essentials



While on the bus we aim to...

Be Respectful

- Be courteous, honest, and use appropriate language, volume, and tone of voice.
- Be respectful to the driver, attendant and each other.
- Sit and stay in the seat assigned to you by the bus driver.
- Keep your hands and feet to yourself.

Be Responsible

- Wear your seatbelt at all times.
- Keep your bus seat clean and damage free.
- Bring only approved equipment and instruments on the bus.
- Be aware of emergency exits and practice emergency drills.
- Remember, no eating on the bus, but water bottles are ok.

Be a Learner

- Listen to the bus driver's instructions at all times.
- Report any problems to the bus driver.
- Be at your bus stop 5 minutes in advance.
- Take all belongings with you when you exit the bus.
- When you exit the bus, go directly to your destination.

It is also understood that:

- a) Smoking and the use of liquor and drugs is prohibited on school buses.
- b) ARTICLES SUCH AS AEROSOL AND GLASS CONTAINERS, KNIVES, FIRECRACKERS, TOY WEAPONS, LIGHTERS OR ANY SHARP OBJECTS ARE NOT ALLOWED ON THE BUS. LARGE PARCELS, CERTAIN MUSICAL INSTRUMENTS AND ATHLETIC EQUIPMENT SUCH AS SKIS, POLES, HOCKEY STICK, ETC. ARE NOT ALLOWED. OTHER LARGE PIECES OF EQUIPMENT REQUIRE AN APPROVED CARRYING CASE/SPORTS BAG.
- c) Animals, large objects, etc. are to be transported to school by parents.
- d) No prescription drugs are to be brought to school on the bus.



Your assistance is needed to keep the bus neat and safe. Bus drivers can refer any irregularities to the Head Bus Driver who will follow up with appropriate actions. The school district may deny students bus transportation if these safety guidelines are violated. Parents and guardians still have the legal responsibility to have their children attend school.

Any questions regarding the above or student behavior on the buses should be referred to the transportation department at (585) 637-1880.



CAFETERIA

Both Ginther and Barclay schools offer a School Breakfast program every morning. Students receive their breakfast in the cafeteria.

Each elementary school building has a plan specific to their cafeteria and student's needs, please review the plan for your child's building. Every class has a specific lunch period. Students must remain in the cafeteria for safety and supervision reasons unless given permission by a cafeteria monitor to leave. When the weather permits, a cafeteria monitor may take the children outside to the playground during their lunch period. Students should dress appropriately for outside play every day. Sending a sweatshirt to leave at school would be helpful for cool days.

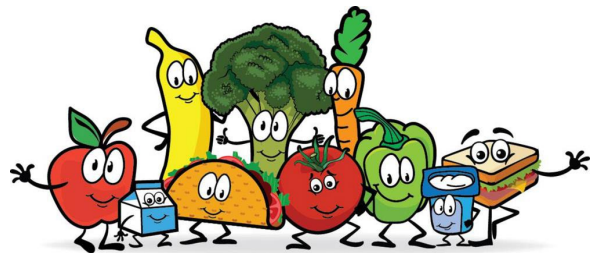
Brockport Food Service offers a variety of healthy meals following the National School Lunch Program standards. Lunch is ordered in the classroom with the teacher in the morning and students go through the cafeteria line to receive their lunch using their student ID number or student badge.

If your student has a food allergy, please supply a doctor's note to the building nurse.

Parents or guardians looking for information regarding our breakfast and lunch program should visit the Brockport Central School District website at: www.bcs1.org. Follow the District Links to Departments and Services, then select Food Services.

Here you will find information regarding:

- Monthly Menus, for breakfast and lunch
- Free and reduced lunch applications
- Sign up for an account through www.myschoolbucks.com, for the convenience of tracking your student's purchases and adding money to your student's account electronically. You will need your student ID number.
- List of Healthy Snack items for purchase, outside of the meal components
- [Snack Restriction Form](#) for a note to be put onto a student's account



Please contact the Food Service Office with any questions or concerns at:

- (585) 637-1846
- Email: FoodService@bcs1.org

CELL PHONE POLICY & ELECTRONIC DEVICES

STUDENT USE OF PERSONAL TECHNOLOGY

The Board of Education has developed a personal technology policy. The use of any cell phone with or without photographic capability and/or text messaging capability, and all other devices creates the potential for violations of privacy, threats to testing/examination security, disruption to instruction, and safety hazards.



In order to ensure examination security and the privacy of individuals, the Board of Education prohibits the use of such devices as follows:

- a) During any test, examination, etc. or in any way that involves plagiarism or cheating; and
- b) In any bathroom, locker room or other areas where individuals have an expectation of privacy. See Policy # 5687.

Students bear the burden of responsibility to inquire with school administrators and/or teacher (or staff member) when they are unsure of the permissibility of a particular use of technology prior to engaging in such use.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred. See Policy # 7300.

This policy is also referenced in the District Code of Conduct.

BROCKPORT CENTRAL SCHOOL

DISTRICT K-12 CODE OF CONDUCT

Information regarding the Code of Conduct is provided to families at the beginning of each year and is available online. The intent of this Code of Conduct is to promote responsible behavior that creates an orderly and safe school environment. It is the belief of the Brockport Central School District that everyone in our community must strive toward contributing to this goal. The objective is to develop a moral school community based on:

- **Be Respectful**
- **Be Responsible**
- **Be a Learner**



CONFERENCES

Classroom teachers like to meet with each child's parents at least once during the school year to explain to them their child's academic growth pattern. Additional conferences can be held at the request of either the parents or the teachers. Students have early release days on **Thursday, December 7th and Friday, December 8th** for Parent Teacher Conferences. Please mark your calendar.

At the end of the year parents will be provided with a **parent input form** to be used to assist with student placement for the following school year. Parents will be able to provide important information about their child to help with the placement process. Please do not request specific teachers or programs for the following year, as we cannot guarantee placement in a specific classroom.

COVID-19

We will continue to follow the guidelines from the New York State Health Department as well as Monroe County Health Department regarding our COVID-19 response.



CUSTODIAL CONCERNS AND COURT RESTRAINING ORDERS

If there were custodial or guardianship issues pertaining to residency when you registered your child in the Brockport Central Schools, these concerns were no doubt discussed and resolved with our school district registrar or designee. The Registrar's Office, however, deals primarily with registration and not with concerns regarding which parent(s) or guardian(s) may check a child out of school, etc. At each school, it is **imperative** that all custodial papers be reviewed by the principal or their designee. Please do not assume that papers delivered to one of our five schools have been automatically copied and sent on to all schools.

These papers must be legal (court documents), complete, and currently in effect. Please make sure you bring these to the **Main Office** of the school your child is attending. A conversation regarding the issues should take place between the parent(s) or guardian(s) and the school principal or their designee. **All papers must be current or updated.** *That is, if a legal document has an expiration date and the current date is beyond that expiration date, the document cannot be honored.* A **current document** must be available in the Main Office before the direction of the document can be followed.

Each school year all parents must submit a current list of adults that may pick up his/her child from school. Please submit this information in early September. Changes that occur during the school year concerning student pick up must be submitted in writing. Thank you for your cooperation.

If you have any questions regarding the above, please call the school principal or assistant principal.

DIGNITY FOR ALL STUDENTS ACT

In 2010, the New York State Legislature passed the “Dignity for All Students Act,” also referred to as “DASA,” to address issues related to harassment and discrimination in schools. The goal of DASA is to provide public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying, on school property, a school bus, or at a school function.

The law was updated July 1, 2013, building on the requirement for schools to take steps to ensure that their environment is conducive to learning and allows students to feel comfortable, safe, and secure. The update included cyberbullying language that tied social and electronic media to the school environment. Brockport Central School District continues to strive to provide a safe and secure learning environment for its students. Please contact the building coordinator with questions regarding this legislation. As always, please encourage your child to report any incidents to their teacher, bus driver, or supervising adult. DASA concerns may also be reported to one of the DASA coordinators:

Ginther: Mrs. Keenan (585) 637-1830

Barclay: Mrs. Roberts (585) 637-1840

Transportation: Dr. Kluth (585) 637-1880

Updated information may be found on the district website at: <http://www.bcs1.org> Under Families, Dignity for All Students

EMERGENCY DRILLS

Emergency drills, such as fire drills, are required by law to be practiced as an important safety precaution for our school. It is essential that when the first signal is given for a drill, everyone immediately follows the instructions that are given by the teacher/administration.

In addition to fire drills, our schools may also conduct additional types of safety drills throughout the year.



EARLY RELEASE AND END OF THE DAY PICK UP

Students being excused from school for early dismissal or who will be picked up at dismissal should bring a note from home including the following information:

Child's full name

Date, time, and reason for release

Teacher's name

Name of person picking up the child

At the Barclay School, parents may choose to send an email to barclay.elementary@bcs1.org instead of a note if the child will be getting picked up early or at the end of the day.—For Ginther students' notes should be given to the classroom teacher who will forward them to the Main Office. In addition, parents may send an email to ginther.office@bcs1.org.

If someone other than the parent/guardian is picking up the student, please specify that person's relationship, i.e., Aunt Jane, Cousin Jim...and inform this person that they should bring identification into the office with them. If you plan to pick your child up from school on a regular basis, please send in a notification regarding your plans which will be for the entire school year. If you need to call the office to indicate a student pick up, we ask that you call **before 2:15 p.m.** This will give our staff time to add your child to our pickup list for the day.

Please DO NOT go to the classroom to pick up your child. When the person picking up the child for early dismissal arrives at school, he or she must report to the main office -- identification will be checked if necessary, and the child will be signed out in the student sign-out book. One of our secretaries will then call the child to the office. The person picking up the child is asked to please wait in the student pick up area, so we know that the child leaves with the correct individual.

Ginther School parent pick-up:

At **3:10 pm** drive into the main Ginther parking lot G, as directed by BCSD security worker. Please remain in your car in line. Ginther Assistant Principal, Mrs. Keenan, will come to your car. Please tell her your child's name, grade and show her your Pick-Up Pal. A staff member will walk your student to your car.

Barclay School parent pick-up:

At **3:15 pm** drive into the main Barclay parking lot K, as directed by BCSD security worker. Please remain in your car in line. If lot K is filled the line will snake across to the TTC. Once space is available in lot K you will be directed by a staff member to merge over into the Barclay lot. A District representative will come to your car to get the child's name, grade and at that time show them your Pick-Up Pal. A staff member will walk your student to your car.

Students riding the bus will be dismissed beginning at approximately 3:25 p.m. each day.

Please DO NOT go directly to the school bus to find your child. Students will not be released to parents from the school buses.

FOOD BROUGHT INTO BARCLAY SCHOOL

To assist with ensuring the health and safety of everyone, any food brought into school for celebrating occasions, such as birthdays or holidays **MUST BE PRE-PACKAGED AND PURCHASED FROM A LICENSED VENDOR SUCH AS A GROCERY STORE OR BAKERY.**

We encourage healthy snacks and being mindful of students with allergies.



Our Food Service Department can supply ice cream cups, Oreo cookies, frozen fruit juice bars, and fresh fruit in season. To accommodate any request, we ask that you order and pay one (1) week in advance.

Checks are to be made payable to: **Brockport School Lunch.**

We encourage parents to prepay by check or online to avoid loss of money. Please contact the school kitchen for prices and ordering information.

K-3 HOMEWORK GUIDELINES

Based on research findings, the following guidelines have been developed:

1. Homework will be given a maximum of four nights per week according to the following approximate suggested times:

2 nd grade	20 minutes
3 rd grade	30 minutes



2. The majority of each homework assignment will be completed at home or independently outside of class. A small portion may be used as a directed teaching lesson to ensure students understand the concept they will review at home.

3. Teachers utilize homework in a variety of ways, but homework must be meaningful to student learning. Research indicates that meaningful types of homework include:

Practice to review and reinforce skills or material covered in class

Preparation to prepare students for an upcoming topic

Extension to extend or generalize concepts or skills from the familiar to new situations

Creativity to integrate, extend and create

4. Homework must be checked and returned in a timely manner. Students must receive meaningful feedback on their homework.
5. Homework is something students should be able to do on their own. An assignment that is too difficult will either not be done or will not accomplish the teacher's learning goals for the student. Some individualization of assignments may be needed to be most effective.
6. In the primary grades, parents will be encouraged to help students with homework to strengthen the home-school connection. In the intermediate grades, homework will be completed more independently but parents will be encouraged to help as needed by their children.
7. Grade levels and departments will meet to determine what types of homework are already being assigned and what other types would be appropriate to be assigned at their level to assure consistency across grade levels and department.
8. Research indicates that when developing homework assignments, teachers must keep in mind:

The assignment should be an integral part of the curriculum.

Homework needs to have a clear purpose. Teachers must be able to always answer the question: How will this assignment benefit my students in their understanding of this topic? Assignments should be clear. Will students understand what they are supposed to do when they get home and do not have the teacher to ask?

HEALTH SERVICES

Physical examinations are required by law for Pre-K, Kindergarten, 1st, and 3rd grade students. New entrants to the district are to be examined by their own doctors before entering school. NYSED also recommends a comprehensive dental examination for students in Pre-K, K and 2nd grade. Forms for these examinations are given to the parents at the time of registration and must be returned to the child's teacher or the nurse by the first day the child attends school.

IMMUNIZATIONS

For a child to begin school in September, New York State Law requires all children to be immunized against Diphtheria, Tetanus, Hepatitis B, Pertussis, Measles (3-day Measles), Mumps, Rubella (MMR), Polio, and Varicella in accordance with the provisions of Public Health Law section 2164. When registering your child, please bring your child's immunization record with you so that it can be recorded on his/her entrance record. No one will be admitted to school without a complete immunization record.

MEDICATION

At times it is necessary for your child to take medication at school. Please be aware that the school nurse may not dispense internal medication to pupils without written authorization from parents and the attending physician. This applies to both prescription and non-prescription drugs. If medication must be taken during school hours, the following requirements must be met for each specific case of treatment:

1. There must be a written request indicating frequency and dosage of the medication from your physician.
2. There must be a written request from the parent to administer the medication as specified by the physician. Any medication left at school should be in the original prescription bottle with the student's name and name of the medication.
3. Parents must deliver the medication to the nurse's office. Medication cannot be sent on the bus.
4. At the end of the school year, all medications must be picked up from the Nurse. Medications cannot be sent home on the bus.



Thank you for your cooperation in following these safety procedures.

LOST AND FOUND



There is a “Lost and Found” in our school. We invite you or your child to check lost and found if you are missing an item that was brought to school. To decrease the risk of losing items, it is imperative that your child’s belongings be labeled with his/her first and last name. Items left for an extended period of time are donated to charity.

PARENT VISITS AND SCHOOL VISITORS

According to School Board Policy and NYS Education Law, the public school is the property of the community and, as such, shall be open and accessible to parents and other community members.

Security requires all visitors to sign in upon arrival at school. Below are procedures for Brockport School visitors:

- All parents and visitors will be asked to provide valid picture identification when they sign in. This added security measure allows us to accurately track visitors and verify appointments.
- The greeter will verify your appointment or reason for the visit. This may include a phone call to the classroom or other staff member.
- You will be asked to wear a badge provided by the office during your time in the building.
- Please note that this sign in procedure will begin at 8:45 a.m. and will end at 3:35 p.m.
- School visitors are not permitted to take pictures or videos of other students.

Visits to classrooms must be scheduled with the building Principal to allow teachers the opportunity to arrange their schedules to accommodate such requests. Reasonable requests will not be denied.

Parents/guardians may have lunch with their child. If someone other than a parent or guardian is planning to join your child for lunch, the school must receive a note or phone call from the child’s parent/guardian granting permission for the visit. At the Ginther School, parents/visitors **may not** bring in food for students other than their own. Many of our younger students have food allergies and may not always know what they are able/unable to eat.

All school volunteers must fill out the online volunteer paperwork and be approved by the Board of Education prior to volunteering in the building or serving as a chaperone on field trips.

PERSONAL BELONGINGS

The school staff are unable to take responsibility for personal games, toys and trading cards. Please do not bring these items, along with cell phones, iPods, iPads, electronic video games, laser pointers or other valuable items to school. Unfortunately, items may be lost, misplaced, or stolen. Toy guns, toy swords, toy knives or other items replicating a weapon cannot be brought to school for safety reasons.

The District shall not be liable for the loss, damage, misuse, or theft of any personal technology brought to School. The District reserves the right to monitor, inspect, and/or confiscate personal technology when administration has reasonable suspicion to believe that a violation of school policy or criminal law has occurred. See Policy # 7300.

PLAGIARISM

At the elementary level:

Plagiarism is the wrong use of someone else's work by forgetting to tell others whose work it was. No student or other member of the school community will use anyone else's work without proper attribution.

SCHOOL CLOSING INFORMATION

As you may already know, occasionally our school district has no choice but to close the schools early. This is not a simple matter, and we truly need your support in dealing with this issue. During these emergency-closing periods, time is even more precious than usual. Because your child's welfare remains paramount to us, we need to clarify where your child should go in case of emergency closings and to inform you that the school district's official **emergency closing radio station is WHAM 1180 AM**. School closings and other emergency information will be given to these stations as soon as it is available. The district will also continue to use the automated notification system. Please make sure that your child is aware of any emergency plans you have made for him/her.

When we close early, all children will automatically be bused to their regular destinations. Please remember that during emergency closings your child's day care center may be closed. If your child goes to day care, you will need to contact that facility for specifics regarding their emergency closing procedures.



SCHOOL LIBRARY

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

- providing intellectual and physical access to materials in all formats
- providing instruction to foster competence and stimulate interest in reading, viewing and using information and ideas
- working with other educators to design learning strategies to meet the needs of individual students

Do students have library classes?

- Yes, students attend a regularly scheduled library class. We follow a library curriculum. Classroom teachers work collaboratively with our Media Library specialist to plan specific research projects and schedule additional library times.

What can a student check out of the library?

Students are encouraged to choose one or two books that they may take home to read and enjoy with their families for one week.

Kindergarten students may borrow one book each week during their regularly scheduled library class.

First Grade through Third Grade students may choose two books per visit and can exchange books during Open Library times, or during their library class. One book should be a “just right” book – not too easy, not too hard, but just right! This book is one that the student should be able to read to someone in his or her family.

If your child forgets his or her book on library day, a reminder will be given, and an overdue notice may be sent home. Once the overdue item is returned, the student may borrow a book again.

Please contact your school library if a book is lost or damaged.

Does the library have a website?

YES! And it is updated often! Check it out at: <http://bcs1.org>.

Access the library page from the schools' site link.

You will find photographs, slide shows, the library catalog, student work, read aloud booklists, and our library curriculum.



ELEMENTARY SCHOOL STANDARDS OF BEHAVIOR

Brockport Elementary Schools accept as our mission the preparation of students with the knowledge, skills, and attitudes they need to be productive, contributing members of society. We have adopted the values of respect, responsibility, and integrity as the core values that drive our school community.

To be a productive, contributing member of society, certain standards of conduct must be followed. Students, staff, and visitors are expected to behave in a respectful, considerate manner while on the school grounds, in the school building, and in route to and from school.

Students are expected to respect the rights, feelings, and safety of others, and to refrain from behavior that could harm themselves or another person physically, mentally, or emotionally. Students are expected to show respect for each other, teachers, and other adults in the school, as well as for school property and the private property of others in the school.

Students learn in a safe and healthy community. Brockport Central School District proactively promotes a caring culture and nurturing environment for all teachers, staff, and students through Positive Behavioral Intervention and Supports (PBIS). One of our core beliefs is “Students First”. We work diligently and collaboratively to address social and emotional development, health, and academic success. We also believe student, family and community engagement is critical for our success. In response, we cultivate school, family, and community partnerships to encourage students’ social-emotional health and academic achievement.

The Brockport Central School District PBIS Expectations across UPK-12 schools are:

Be Respectful

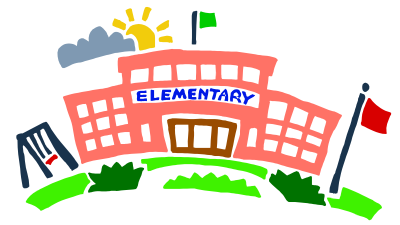
Be Responsible

Be a Learner

Each school building has established a matrix of rules and routines for student behavior based on our three universal expectations. These matrixes can be found in classrooms, common areas, transportation, and on school grounds as visual reminders of our collective behavior expectations for all adults and students. These expectations are written in language for young children, but they are “primary” expectations that apply to all of us; students, parents, school staff, and visitors, as we come together to teach, learn, grow, and celebrate!

It is our hope that students will successfully follow the Brockport Central School’s Code of Conduct. However, if a consequence is necessary, it will be one selected from a range of options. Such consequences may include loss of privileges, behavior plans, or suspension (for certain violations of the safe school policy). Consequences are determined after a communication process with the child or children. This is done to be fair and to help the process of learning and reinforcing positive behaviors.

EXPECTATIONS for:



Playground

1. Students listen to the teacher and aide's directions regarding the boundaries of the playground and then follow those directions.
2. Students must wear sneakers when using playground equipment.
3. All playground equipment must be used with safety in mind. For example, children must:
 - climb facing the ladder to get to the slides
 - travel only in one direction when using the parallel bars
 - keep moving on the parallel bars or sides of the large playground equipment
 - walk across bridges when others are on them, no jumping or bouncing
4. Organized games such as kickball, catch, relay games, etc., should be played on the grassy areas with teacher approval. **Contact sports cannot be played at school.** These include flag football, as well as tackle football. No hard baseballs or bats can be brought to school.
5. Students cannot bring toys onto the playground. This includes electronic games. The school cannot be responsible for replacing such items.
6. Students must never leave the classroom grouping of children and **must always have his/her teacher or aide clearly in sight.**
7. **Students must not talk to strangers.** If a stranger attempts to talk to a student, the student must **report this to the teacher or aide immediately.**
8. Students must **respond immediately to their teacher or aide** when the adult asks them to line up.
9. Students must **line up immediately** on the playground when they hear a fire bell ring.
10. Students must follow the Brockport Central School's Code of Conduct.

Hallway Bathrooms

After permission is granted to use the bathroom, use the facilities quickly, carefully, and safely. Remember to follow the Brockport Central School's Code of Conduct. When finished, return to the teacher or aide who gave you permission to use the bathroom.

Lunch in Cafeteria

1. Be respectful of children and adults
2. Use an indoor voice
3. Raise your hand whenever you need to leave your desk/table
4. Be responsible for your trash
5. Follow the adult direction

Clothing

All Brockport students are expected to give proper attention to personal cleanliness and are to dress appropriately for school and school functions. Students who are inappropriately dressed may be required to modify their clothing by covering or replacing it with an acceptable item.

Students shall:

1. Wear jackets, gloves, and hats during the cold weather. *
2. Wear clothing and shoes that do not inhibit movement in a safe and orderly fashion. Flip-flops, sandals, clogs, and platform shoes may present a safety hazard in classrooms, hallways, the gymnasium, or the playground. Please wear sneakers or shoes that cover your feet. Shoelaces must be tied. Shoes with wheels are not permitted.
3. Wear clothing that is not distracting to others. Inappropriate language or graphics on clothing is not permitted to be worn in school.
4. Recognize that extremely brief or see-through garments may be distracting to others and, therefore, must not be worn to school.

*(If help is needed with this, please call the Main Office.)

Note:

Sneakers are required for participation in Physical Education classes. The elementary schools have an ABCD schedule to increase the number of PE classes a student receives in a year. Due to the rotating PE classes present in an ABCD schedule, it is recommended that sneakers be left in students' lockers or cubbies so students are always prepared for PE.

Title IX and Section 504

The Board of Education of the Brockport Central School District does not discriminate on the basis of sex, race, color, national origin or handicapping condition in the educational programs or activities which it operates and is in full compliance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Board's policy of non-discrimination includes the following: recruitment and appointment of employees; employment pay and benefits; counseling services for students; access by students to educational programs; course offerings; and student activities.

The district official responsible for the coordination of activities relating to Title IX and Section 504 compliance is the Assistant Superintendent for Human Resources, Brockport Central School District, Brockport, N.Y. 14420, (585) 637-1815. The alternate official responsible is the Assistant Superintendent for Business who may be reached at the same address or by calling (585) 637-1820. These officials will provide information including complaint procedures to any student, employee or person who feels that her or his rights have been violated by the district or its officials.

WELLNESS POLICY

The Brockport Central School District is committed to providing a school environment that enhances learning and development of lifelong wellness practices. Therefore, it is the policy of the Brockport Central School District that:

- The School Food Service & Meals Programs comply with federal, state, and local requirements and are accessible to all children.
- Sequential and interdisciplinary nutrition education is provided and promoted.
- Patterns of meaningful physical activity connect to students' lives outside of physical education.
- School-based activities are consistent with the district's wellness policy goals.
- Foods and beverages sold on campus during the school day (including vending, concessions, a la carte, and student stores) include a variety of healthy choices and adhere to food safety and sanitary guidelines.
- The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals and conducting physical activity. Food and/or physical activity are not used as a reward or punishment.

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On Twitter: @BCSDGinther @BCSDGintherAP or @BCSDBarclay

On the web: bcs1.org, click on Ginther School or Barclay School.



IMPORTANT PHONE NUMBERS

District

Board of Education	(585) 637-1810
Community Relations	(585) 637-1943
Facilities Usage	(585) 637-1887
Food Service / Cafeteria Operations	(585) 637-1846
PTSA	(585) 637-1995
Inclusive Education Office	(585) 637-1856
Registration and Census	(585) 637-1857
Safety and Security	(585) 637-1987
School Closing Information Line	(585) 637-1900
Superintendent	(585) 637-1810
Transportation	(585) 637-1880
Volunteer Services	(585) 637-1915

Ginther School

Attendance Office	(585) 637-1831 Email: att.ginther@bcs1.org
School Kitchen	(585) 637-1830 ext. 3861
Main Office	(585) 637-1830 Email: ginther.office@bcs1.org
Nurse's Office	(585) 637-1832

Barclay School

Attendance Office	(585) 637-1841 Email: att.barclay@bcs1.org
School Kitchen	(585) 637-1840 ext. 4861
Main Office	(585) 637-1840 Email: barclay.elementary@bcs1.org
Nurse's Office	(585) 637-1842