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**BEDFORD ROAD SCHOOL MISSION STATEMENT**

The Bedford Road School’s mission is to provide a nurturing, educational environment which will assist in the total development of each child. We recognize that learning is a lifelong process, and our elementary program is designed to address the child’s individual learning styles and multiple intelligences. Thus, all of our students can become excited about, involved in, and aware of their own learning.

Our goal is to prepare our students to become responsible, healthy, caring citizens with strong moral character, high self-esteem, an appreciation of creative expression, and the self-motivation necessary to meet the challenges of the future. This mission is best accomplished through the collaborative efforts of the home, school, and community.

**Pleasantville School 2019-2020 District Board Goals:**

**Strategic Long-Term Plan**
Review, implement and assess Pleasantville Schools 2026: A Five-Year Strategic Plan, the framework for District decision-making to meet needs in all areas, now launching Phase Two.

**Students**
Provide a nurturing, educational environment that supports learning, positive peer leadership, personal health and well-being, responsibility, empathy, service and character. Help students to acquire the skills that will enable them to integrate experience and knowledge to form reasoned judgments, solve problems, embrace positive social and ethical behaviors, be civic minded and inclusive contributors to society and be prepared to take the next educational and life step.

**Learning**
Design dynamic, differentiated learning environments that inspire students to be curious lifelong learners who readily challenge themselves; that create a genuine love of learning while fostering intellectual flexibility; and that enable them to identify and follow their passions, gain confidence and to work effectively, both individually and collaboratively.

**Curriculum**
Clearly articulate our academic standards on a K-12 continuum. Communicate the knowledge, process and assessment goals for each curricular area. Support creative, research-based and nurturing teaching methodologies that promote improvement and innovation across all educational programs to motivate students to develop an enhanced and enthusiastic understanding of content.

**Staff Development**
Support a true Learning Community imbued with 21st century skills and scholarship that will cultivate creativity and diversity, foster enthusiasm and build morale. Provide research-based and collaborative opportunities for professional development that encourage self-reflection and provide practical, relevant information and strategies to meet student needs at all levels.
Community
Strengthen, promote and engage the supportive partnerships among school, home, businesses and community at-large. Continue to improve the meaningful flow of communication with all constituents including those that promote the health and well-being of our students and community. Maintain a welcoming, civic-minded atmosphere that encourages participation and engagement in our public schools.

Facilities
Support facility-based decisions that enhance sustainability, efficiency, creative and flexible use of instructional spaces and the educational program. Continue to maintain District buildings and property to promote safety, respect and pride in our facilities and to reflect the expectation of excellence. Start to implement the 2019 Capital Bond.

Fiscal
Exercise sustainable fiscal responsibility while maintaining academic excellence as articulated through Pleasantville Schools 2026. Continue the transparent budget process that offers more opportunities for community input. Engage and energize legislative advocacy and community involvement in/awareness of the legislative process.
# BRS SCHOOL CALENDAR 2019-2020

**September**
- **Tuesday, September 3**: School Opens-Grade 1-4  
  Grade K Orientation 9:00 & 10:00 am
- **Wednesday, September 4**: 8:45 Delayed Opening-Grade K
- **Thursday, September 5**: K Classes regular arrival 8:15
- **Thursday, September 12**: Back to School Night Grades 3 & 4
- **Friday, September 20**: K-12 Early Dismissal 11:30 am
- **Wednesday, September 25**: Back to School Night K-2
- **Monday, September 30**: Rosh Hashanah Schools Closed

**October**
- **Tuesday, October 1**: Rosh Hashanah Schools Closed
- **Wednesday, October 9**: Yom Kippur Schools Closed
- **Monday, October 14**: Columbus Day-School Closed

**November**
- **Tuesday, November 5**: Election Day/SCD-School Closed
- **Monday, November 11**: Veteran’s Day School Closed
- **Wednesday, November 27**: Rapid Dismissal Day 1:30 pm
- **Thursday, November 28 and Friday, November 29**: Thanksgiving Recess-School Closed

**December**
- **Thursday, December 12 and Friday, December 13**: 11:30 Early Dismissal-Parent Conferences
- **Monday, December 23 through Tuesday, December 31**: Holiday Recess-School Closed

**January**
- **Wednesday, January 1 through Friday January 3**: Holiday Recess-School Closed  
  School Re-opens
- **Monday, January 6**: Martin L. King, Jr. Day-School Closed
- **Monday, January 20**: Winter Recess-School Closed

**February**
- **Monday, February 17 through Friday, February 21**: Winter Recess-School Closed

**March**
- **Monday, March 9**: K-12 Early Dismissal 11:30 am
- **Friday, March 20**: SCD School Closed

**April**
- **Friday, April 3**: K-12 Early Dismissal 11:30 am
- **Monday, April 6 through Friday, April 10**: Spring Recess-School Closed

**May**
- **Monday, May 25**: Memorial Day-School Closed

**June**
- **Wednesday June 24-Friday, June 26**: K-6 Dismissal at 11:30 am
- **Friday, June 26**: Last Day of School for Students
GENERAL INFORMATION

K-12 SIX DAY SCHEDULE

Strategy 4 of the District's Strategic Plan, Pleasantville Schools 2026, is to design and recognize optimal uses of time, space, and place to benefit our instructional plan. This past year we implemented a six-day rotation cycle. Instead of defining a week as Monday–Friday, the six-day cycle will be labeled A, B, C, D, E, and F days. With a Monday–Friday schedule, holidays and days off (expected and unexpected) result in students missing instruction in classes. The six-day cycle provides consistent programming for every course of instruction. As a district we will display the letter day in a variety of places, such as each school's front entrance, morning announcements, and our District web site, as we acclimate to the new schedule. All buildings will be discussing this at their Open Houses and in their newsletters.

SCHOOL HOURS

The school is open daily for students during the following hours: **Grades K-4  8:15 -2:55**
Supervised drop off begins at 8:00 a.m. (7:45-8:15 activity period: various offerings for students throughout the year)

RESPONSIBILITIES OF PARENTS

- Become familiar with the contents of the “Parent Handbook/Code of Conduct.”
- Be objective and supportive of the school’s decisions when rules and consequences affect your child.
- Accept responsibility for your child’s behavior and learning.
- Encourage respect for school property.
- Encourage and model respect for all school personnel.
- Schedule all medical appointments and other appointments after school hours when possible.
- Encourage attendance at school.
- Please go to [http://brs.pleasantvilleschools.org](http://brs.pleasantvilleschools.org) for important information regarding BRS. You can view messages from the Principal, staff e-mails, individual classroom activities, school closings, forms, menu, upcoming events, PTA/SEPTA information, and other district notifications.

WHO TO CALL and COMMUNICATION WITH TEACHERS

In all cases, the person you should contact first is the person who is most directly involved with the reason for your call. Your first contact should be directly with your child’s teacher. If concerns continue, please remember that the principal, assistant principal, and curriculum coordinator are always available to talk with you and/or your child.
If you need to leave a note for your child’s teacher, please bring it to the main lobby and give it to the receptionist who will properly place notes in the teacher’s mailbox. Phone messages can be given to the main office by calling 914-741-1441.

- All teacher e-mail addresses are located at http://brs.pleasantvilleschools.org.

*In the event there is a change in your child’s dismissal, please call the main office with this change. Do not e-mail this information.

**HOMEWORK REQUESTS**

If your child is absent you may call the office between 8:00 a.m. and 10:00 a.m. to request homework. Classroom teachers will be contacted, and any homework assignments may be picked up in the Main Office from 2:55 p.m. until 3:45 p.m. by either you or another designated parent or student.

**ABSENCES**

To report an absence, parents should call the attendance office at 914-741-1441 ext. 40507 in the morning (prior to 8:15 a.m.) every day their child is absent. In regard to absences, if no phone call is received, a staff member from the attendance office will call the child’s home to verify his/her absence from school. In the event there is no confirmation at your child’s home, we will continue to pursue confirmation of absence via work numbers, cell numbers, or emergency contacts. For the safety of your child, we must have verbal verification of a child’s absence and will continue to make phone calls until we speak to an adult who confirms the child’s whereabouts. Although this procedure will provide us with current and accurate information, upon returning to school, students are expected to bring a note, signed by a parent, explaining the absence so that we can validate our attendance records. Notes are to be given to the teacher.

**SCHOOL NURSING SERVICES**

The Health Office (914-741-1446) is staffed by a registered nurse. The nurse has an important responsibility of maintaining up-to-date information on the health of our students. Parents are asked to report any information regarding student health problems to the nurse. Understanding your child’s health problems will allow us to better serve your child. All health records maintained by the school are confidential.

The teachers and nurse keep constant watch on your child’s health during the school day. If a child is not feeling well, he/she will be referred to the nurse. If necessary, the nurse will make contact with the parent or other designated person listed on the emergency card.

Students involved in accidents at school are to report to the nurse immediately so that proper attention may be given to any injury. Parents will be notified.
EMERGENCY/HEALTH INFORMATION CARD

Please be sure to carefully complete an Emergency Information Card (sent in your summer placement packet.) All school forms/cards should have been returned to school by the first day. *Parents are responsible for keeping this information up-to-date by sending in any changes as the school year progresses.*

CHANGE OF ADDRESS OR PHONE NUMBER

It is most important for administrative and emergency reasons that we have an up-to-date address and phone number for your child in the school office. Parents should immediately inform us of any change in home or business address or phone number as well as making changes in the Parent Portal. If you move, you will need to fill out a change of address form (with proof of residency). The office will notify the nurse’s office and your child’s classroom teacher to ensure that all information is updated.

MEDICATION

In order for any student to receive medication at school, a medication form (found on-line) must be submitted to the school nurse’s office. This form must be submitted annually and MUST be signed by a parent/guardian and the prescribing healthcare provider.

New York State Law requires that:
- New medication forms for both prescription and over-the-counter (OTC) medications must be signed by the provider and parent annually. Orders are effective one year from the date they are written and must be renewed when there is any change in the medication or dosage.
- The parent/guardian must sign the medication permission form.
- Prescription medication must be in the original properly labeled container with the student’s name, health care provider’s name, pharmacy name and phone number, name of medication, expiration date, dose, route, and frequency of administration on the label.
- Parents or guardians must personally deliver all medication to the school health office (unless a self-medication request is signed by a parent/guardian and physician).
- If your child’s healthcare provider has determined that your child may self-carry and self-administer his/her medication, please have your healthcare provider complete the appropriate section on the medication form which requests provider consent. Parent signature is also required.

ADMINISTRATION OF MEDICATIONS FOR FIELD TRIPS AND AFTER SCHOOL ACTIVITIES

Oral medication should be maintained in an original pharmacy or manufacturer labeled container when taken on field trips or to after school activities. Parents are advised to ask the pharmacist for an additional container to be used for this purpose. For field trips, teachers or other school staff should carry the self-directed student’s medication so that the student can take his/her own medication at the appropriate time.
PHYSICAL EXAMINATIONS

A physical examination is required for children entering grades 1 and 3. Additionally, all newly enrolled students must have a physical exam. The original physical exam certificate (not a copy) should be sent to the nurse on the first day of school or before. A health certificate signed by a health care provider authorized to practice medicine in this state is to be filed with the local school where that child is in attendance. Ideally, the family health care provider should perform this medical examination as his/her knowledge of your child’s background assists him/her in evaluating the total health status of your child. If your child needs an examination for the 2019-2020 school year, please have the form completed by the examining health care provider and returned to school. This exam must be done after May 1, 2019.

ATTENDANCE AND PUNCTUALITY

Regular school attendance is crucial if the student is to progress and succeed academically. Excessive absenteeism will result in poor academic performance.

The school discourages students from missing classes for other than school calendar vacations. Parents are reminded that students who leave early for vacation periods or return to school late from a vacation cause disruption to their academic program. Parents are to call the school to discuss the ramifications of these absences before the absence takes place. These absences are considered by the New York State Education Department to be illegal. It is the student’s responsibility to complete the missed work upon returning to school. Teachers will not provide homework for the vacation period.

Please note that New York State Education Department identifies students that have missed ten percent or more days (legal or illegal) as part of their Chronic Absenteeism Accountability Report. A more detailed explanation of the District Attendance Policy can be found on our website at www.pleasantvilleschools.org. From the Home page, choose Parents, then District Policies.

LATE ARRIVAL

Students are marked tardy after 8:30 a.m. If a child arrives to BRS between 8:30 a.m. and 8:40 a.m., they are to stop at the desk in the main lobby to sign-in and then report directly to class. Lateness to school or class may have an adverse effect on the individual student’s academic performance as well as being disruptive to the teaching/learning process.

If your child arrives to school after 8:40 a.m., it is necessary for him/her to be signed-in by an adult. After notifying the greeter at the front desk in the main lobby, the parent/adult should bring the child to the attendance office so that attendance can be updated. The office will then verify the location of the child’s class, and the child will be escorted or sent to that location.
EARLY DISMISSAL

Students who need to be excused early must bring a signed note from home stating time of departure, reason for leaving, and a phone number where parents can be reached. This note must be presented to the school teacher/greeter before the student leaves school. It is the student’s responsibility to make up all work that has been missed because of the early dismissal. Parents are asked to schedule doctor appointments and other obligations of this nature after school hours.

STUDENT SIGN-OUT PROCEDURES

PARENT

1. Parents must report to the reception desk in the main lobby to pick up their child.
2. Photo I.D. may be requested at the discretion of district personnel. After identification is verified, the child will be called to the main lobby. If the child is ill, the parent will pick him/her up in the nurse’s office.
3. Before leaving the building, the parent must complete the Sign-out Log at the reception desk in the main lobby.

PERSONS OTHER THAN A PARENT

1. The individual must report to the main lobby to pick up the child.
2. Written permission signed by the parent to pick up the child must be presented to the receptionist.
3. Picture I.D. may be required and a phone call made to the parent to verify the note at the discretion of district personnel.
4. After verification, the child will be called to the main lobby.
5. Before leaving the building, the individual must complete the Sign-out Log at the reception desk in the main lobby.

*Parents who have a regular babysitter or an au pair may write a note for the year.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who damage school property or equipment will be required to pay for repairs or replacement items.

PERSONAL PROPERTY

Students are solely responsible for their personal property. Valuable possessions, such as iPods, cell phones, tablets, electronic books, hand-held computer games, large amounts of money, or any other items of personal value should not be brought to school. The school cannot be held responsible for students’ personal property that is brought to school and damaged or reported missing/stolen. If a student has a cell phone, it must be kept in the student’s backpack and turned
off during the school day. Upon dismissal, the child may activate his/her cell phone to call parents if necessary.

STUDENTS AFTER SCHOOL

Students are not permitted to remain on school grounds after school unless they are supervised by an adult or attending a school-sponsored event. These activities include PTA programs, Pleasantville Recreation Programs, after-school child care programs, and athletics. The same conduct rules that apply during school, apply after school. It is important to note that the outdoor bathrooms will be open to the public until 4:00 p.m. and that there is no re-entry into BRS after dismissal.

LOST AND FOUND

The school cafeteria maintains a Lost and Found. Students, parents, and teachers who find lost articles are asked to bring them to the main office. Items not claimed within a reasonable length of time will be donated to local charities.

PTA/SEPTA

The Bedford Road School PTA and District SEPTA are an integral part of our school. They sponsor cultural arts events, curriculum related activities, guest speakers at meetings, and fundraisers. For more information, contact the PTA/SEPTA presidents listed in the school calendar.

TELEPHONE MESSAGES

Parents are asked not to call the school to give students messages except in cases of a real emergency. In emergencies, students may be permitted to leave class to have a phone call placed to their parents. In such cases, students will be sent to the main office where the call can be made. Parents can leave a message for teachers via the main office or on their direct extension.

VISITING THE SCHOOL

When visiting the school during the day, please use the main entrance, there is an intercom system in between the doors, wait to be buzzed in and report to the reception desk. Once you receive a visitor’s pass, please follow the instructions of the receptionist. When you are ready to leave, please return the visitor’s pass to the main lobby, sign-out, and exit the building through the main door only. No siblings are permitted into classrooms during the school day.

DROPPING OFF ITEMS

If your child forgets any items at home and you need to bring them to school, please drop them off at the reception desk in the main lobby, labeled with your child’s name and class. They will be sent to your child’s classroom as school personnel become available.
HEALTH/SAFETY ISSUES

SCHOOL EMERGENCIES, DELAYS AND CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The decision will be made by 6:30 a.m. In the event of a delay, a second decision will be made by 7:00 a.m. as to whether schools will open or closed.

The most efficient way of acquiring this information is via the K-12 Alert system. You may sign up via the District homepage @pleasantvilleschools.org

ENTERING BRS

For the safety of all, all visitors must enter and exit through the front doors of BRS. Please note that all doors will be locked during the school day. There is an intercom located between two front doors to be buzzed into the building.

SAFETY DRILLS

A variety of safety drills are practiced during the course of the school year in order to familiarize students with procedures in the event of an actual emergency. Below is a brief description of each drill.

FIRE DRILLS

Fire Drills are practiced several times during the school year during which students practice exiting the building in a safe and orderly manner. On occasion, exits are blocked, as may occur during a real fire, and students are provided with alternate exits to safety.

BUILDING EVACUATION

Building evacuations will be practiced during the school year. In the event of an emergency, students may be moved to a secondary location. For the safety and security of the children, specific locales will not be released ahead of time. Please be assured that someone will remain at the original facility to direct you to the location where you may reunite with your child(ren).

BUILDING LOCKDOWN

Building lockdown drills are practiced in the event that there should be a security threat from either inside or outside the building. During a lockdown, all classroom and building entrances are secured, and no one is allowed to either exit or enter the building.
EMERGENCY DISMISSAL PROCEDURES

Occasionally, due to unanticipated situations, it is necessary to dismiss students prior to the end of the school day. At the beginning of the school year, parents will provide the PTA with the necessary information to be used in the event of an unscheduled early dismissal/closure. This information will be sent via an e-blast/email with specific information from your class parents.

In case of an emergency dismissal, the following procedures will be followed:

1. The Principal or his/her designee will call the PTA President.
2. The PTA president will call the grade level representatives to inform them that the school is being dismissed early.
3. The grade level representatives will contact the class parents.
4. The class parents will email the individual students’ parents of their class to inform them of the emergency closing and that their children will be dismissed as per the information provided to the PTA.
5. Each class parent will be informed that they must confirm that either the parent or emergency contact person responsible for each student has been contacted. Leaving a message does not constitute parental contact.
6. Each class parent will call his/her grade level representative and give the names of those parents who were not confirmed.
7. Each grade level representative will compile a list of all parents in his/her grade level who were not contacted. The information will be given to the school in person or via a phone call.
8. The school will attempt to contact the parents who were not reached by the class parents.
9. Any student whose parent cannot be reached by telephone will remain under the supervision of school personnel until his/her parent is contacted and a means of dismissal confirmed.

PARKING/ARRIVAL/DISMISSAL

PARKING/DROP-OFF

A comprehensive and detailed map can be found in the appendix which visually identifies the specific vehicular and pedestrian traffic routes to BRS. In addition, parking regulations on Academy Street are noted. To make the arrival and dismissal procedures run smoothly, please adhere to the following regulations and suggestions:

- Vehicular traffic will travel one-way on Academy Street, from Manville Road to Bedford Road, during the hours of 7:00 a.m. - 4:00 p.m. There will be no parking on either side of Academy Street at any time during school hours except in the designated five minute zones.

- Grades K-2 drop-off will be located on Academy Street in front of the Academy Street staircase. School personnel will be there to assist your child/ren out of your vehicle.
Students will proceed up the staircase to a designated supervised area. Grades 1 & 2 will line up outside in the playground area. **Kindergarten students will line up under the portico by the front doors of the main entrance.**

- **Grades 3-4 drop-off** will be located in the circle in front of the playground on Bedford Road. School personnel will be there to supervise children as they exit the car and walk across the field. All children will walk through the playground area, using the inside walkway, to a designated supervised area. (Students in Grades 3 and 4 who have siblings in Grades K-2, may be dropped off on Academy St. with their younger siblings.)

- If you are walking from the east side of the Village (Old Village) along Manville Road please proceed to the intersection of Academy Street and be assisted by the crossing guard. Proceed up Academy Street to the staircase on the west side of the street. Walk up the stairs to the designated supervised location.

- If you are walking from the west side of town, and use Manville Road, please cross Guion Street and turn right to walk up Academy Street. Proceed up Academy Street to the staircase on the west side of the street. Walk up the stairs to the designated supervised location.

- If you are coming from the west side of Bedford Road, turn left into the playground area and follow the walkway to the designated supervised location.

- If you are coming from the east side of the Village (Old Village) along Bedford Road, please proceed to the intersection of Academy Street and be assisted by the crossing guard. Make a right on Academy Street and proceed to the Academy Street staircase. Walk up the stairs to the designated supervised location.

**ARRIVAL PROCEDURES**

**KINDERGARTEN ARRIVAL**

Kindergarten children being driven directly to BRS should be dropped off in the designated area by the staircase on Academy Street. School personnel will be assigned to this area to ensure that children exit cars and walk to their class line-up spots safely.

Each morning the kindergarten children will line-up under the portico in front of the main doors of the building. This line-up can begin no earlier than 8:00 a.m. Their teacher or aide will supervise the children starting at 8:00 a.m. At approximately 8:12 a.m. the children will be escorted into the kindergarten hallway. **(Please note that parents and students are welcome on Orientation Day, September 3. Additionally, parents may accompany their child into the building to locate classrooms on the first day of school only, September 4.)**

If you would like to walk your child to the front door, there is not parking on Academy Street. Please take the time to find an appropriate parking spot somewhere on the surrounding streets.
On days of inclement weather, students in K students will immediately enter the building through the main doors and proceed to the designated area in the library, where they will be supervised by school personnel starting at 8:00 a.m.

**GRADES 1 AND 2 ARRIVAL**

Students in Grades 1 and 2 are to be dropped off in the designated area by the staircase on Academy Street. School personnel will be assigned to this area to ensure that children exit cars and walk safely to their class line-up location in front of the school. If you would like to walk your child to his/her line-up spot you must find a legal parking space in the surrounding neighborhood.

Each morning, students in Grades 1 and 2 will be expected to line-up in the front yard as they arrive, on a two-by-two line, starting no earlier than 8:00 a.m. Starting at 8:00 a.m., children will be supervised by school personnel. Please be reminded that school does not begin until 8:15 a.m. and that the students will not enter the building until the morning bell rings at 8:15 a.m. Students will enter the building through the main doors and proceed to their classrooms at 8:15 a.m. *(Please note that parents may accompany their child(ren) into the building to locate classrooms on the first day of school only.)*

On days of inclement weather, students in Grades 1 and 2 will immediately enter the building through the main doors and proceed to the designated area in the library, where they will be supervised by school personnel starting at 8:00 a.m.

On arrival, **ALL CHILDREN IN KINDERGARTEN AND GRADES 1 AND 2** should be ready to exit the vehicle, from the right hand side, as soon as it pulls into the drop-off zone on Academy Street and comes to a complete stop. Shoes should be on, outer clothing should be on, and backpacks should be closed prior to entering the drop-off area.

**GRADES 3 AND 4 ARRIVAL**

Students in grades 3 and 4 are to be dropped off in the front circle on Bedford Road. Students will then proceed to walk through the playground area using the inside walkway. School personnel will be stationed on the playground in order to guide your child(ren) to their designated location in front of the building.

Each morning, students in grades 3 and 4 will be expected to line-up in a designated area close to the front of the playground on a two-by-two line, starting no earlier than 8:00 a.m. Starting at 8:00 a.m., children will be supervised by school personnel. Please be reminded that school does not begin until 8:15 a.m. and that the students will not enter the building until the morning bell rings at 8:15 a.m. Students will enter the building through the Guion Alley doors and proceed to their classrooms. *(Please note that parents may accompany their child(ren) into the building to locate classrooms on the first day of school only.)*
On days of inclement weather, students in grades 3 and 4 will immediately enter the building through the main doors and proceed to the cafeteria, where they will be supervised by school personnel starting at 8:00 a.m.

On arrival, ALL CHILDREN IN GRADES 3 AND 4 should be ready to exit the vehicle, from the right hand side, as soon as it pulls up into the front circle. Shoes should be on, outer clothing should be on, and backpacks should be closed prior to driving into the front circle.

**DISMISSAL PROCEDURES**

**KINDERGARTEN – GRADE 2 DISMISSAL**

At 2:55 p.m., each Kindergarten – Grade 2 class will be dismissed by their teacher and aide from a specific location (see Dismissal Map). All Kindergarten, Grade 1 and Grade 2 children will be dismissed, one at a time, to their parent or other approved individual.

**GRADES 3 – 4 DISMISSAL**

Students in Grades 1-4 will be dismissed at 2:55 p.m. according to the enclosed Dismissal Map. **For the safety of all children please do not enter the playground area until the bell rings or until you are directed to do so by school personnel.** All students will be escorted to their designated location on the playground area by their teacher and dismissed according to parental instructions. **NO students are permitted to be dismissed to the playground.** Students that self-dismiss must have a designated location to walk directly to from school and indicated on pink dismissal sheet.

**NUTRITION**

The Pleasantville Union Free School District believes that one of the most important ways we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies. Therefore, we provide milk in our schools every day. We invite all students to show their support for the school food service program through frequent participation.

Children from households that meet Federal income guidelines are eligible for free milk and/or lunch are encouraged to complete the necessary forms/application available through the school or click on the following link: www.pleasantvilleschools.org

**LUNCH**

Students will have a 30-minute lunch period each day. A monthly menu is available online to help you decide whether your child will buy lunch or bring lunch from home. The first month’s menu outlines the specific payment procedures that are required by the food service program. We encourage all students to bring reusable water bottles, bags, and containers as we support Pleasantville Recycles: **Let's throw out less — and refuse, reduce, reuse, and recycle more!**
ON-LINE LUNCH PAYMENTS

Payment for buying in-school lunch for your child can be made on line by accessing www.myschoolbucks.com. MySchoolBucks is an online portal that enables parents to pay online for students’ school related fees, such as meal payments. Parents create and access their account on MySchoolBucks and add their students. If you have multiple children, you can make multiple deposits for each child during your transaction. A deposit payment amount can be placed against a credit card, debit card or a checking account. All payments are securely processed using MySchoolBucks’ highly secure website and encryption. All payments are quickly credited to your student’s account. It is important to note; you can put a No Snack Block on your child’s account.

CAFETERIA/RECESS

There are five lunch periods for the students at Bedford Road School:

- 10:45 – 11:15 Kindergarten Lunch
- 11:15 – 11:45 First Grade Lunch/Second Grade Recess
- 11:45 – 12:15 Second Grade Lunch/First Grade Recess
- 12:20 – 12:50 Third Grade Lunch/ Fourth Grade Recess
- 12:50 – 1:20 Fourth Grade Lunch/Third Grade Recess

*Please note that there will be a built-in recess time for all kindergarten classes during the day. Scheduling will depend on each individual classroom’s daily schedule.

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Children from households that meet Federal income guidelines are eligible for free milk (available through the school). To apply for free milk, submit a Direct Certification letter from the NYS Office of Temporary and Disability Assistance OR complete an application (available through the school), as soon as possible.

SNACKS

Students are encouraged to bring a healthy snack each day. The individual classroom teachers will determine daily snack time.
FIELD TRIPS

Last spring, we committed to a Pack It In, Pack It Out Lunch initiative. This year we will continue to support this project by asking parents to send lunches (water container, bags) on field trips. BRS will send reminders prior to each trip. This is another way we support Pleasantville Recycles: Let's throw out less — and refuse, reduce, reuse, and recycle more!

CLASSROOM CELEBRATIONS

If you choose to send in a snack to celebrate your child’s birthday or are asked to send in a snack for a class celebration, please keep the snack simple as each student brings in a daily snack and a lunch, which generally includes a dessert. Additionally, please note that some students may have food allergies and, therefore, we ask that you check with the classroom teacher to determine if there are any restrictions on snacks that can be provided for classroom celebrations. If you have any other questions, please feel free to contact the office. Other offerings for birthday celebrations include extra recess, a small craft, a birthday card signing, and/or special guest reader. Students may choose an alternative food activity such as extra recess, or craft to celebrate their special day.

PLEASE NOTE: Continuing this year, all classroom Halloween and Spring Celebrations will be food free.

FOOD ALLERGIES

Several students at Bedford Road School have significant food allergies. If your child is in a class with any students who have allergies, a notification with specific information will be sent to you during the first few weeks of school. Please review this information carefully and follow any guidelines that are listed.

STUDENT ASSESSMENT

OVERVIEW

Student assessment is a process that occurs in a variety of formats and designs throughout the school year. Student assessment serves several purposes. First, it provides students and their families with feedback about their learning. Additionally, assessment provides teachers with information about their students’ strengths and needs. Consequently, teachers are provided with more information enabling them to tailor lessons providing students with either enrichment or remediation as indicated. Assessment opportunities are present in a variety of forms at BRS. These may include: teacher observations; teacher made tests; quizzes; running records; writing samples; report cards; and standardized assessments.
GRADES 3 AND 4

During a student’s third grade year, they will participate in two academic assessments, The NYS English Language Arts and Mathematics. In the fourth grade year, they will participate in three academic assessments, The NYS English Language Arts, Mathematics, and Science assessments. The NYS ELA Assessments measure student performance in relation to the New York State Common Core Standards in English Language Arts. The assessment format includes multiple choice, short answer responses, extended responses, and a writing task. Students are expected to:

- Read several passages and answer multiple choice questions.
- Use evidence from text for support answers to inferential questions.
- Use planning pages to help guide responses.
- Evaluate two related passages.

The NYS Mathematics Assessments measure student performance in relation to the NYS Common Core Standards in Mathematics. The assessment format includes multiple choice, and short and extended response questions. Students are expected to show their work and give detailed answers describing their solution process. Students are expected to:

- Explain mathematical reasoning using words, pictures, or diagrams.
- Communicate and reason mathematically.
- Apply problem-solving skills in real-world scenarios.
- Analyze information and draw conclusions.
- Construct solutions to multi-step problems.
- Create graphs.
- Interpret data.
- Use manipulatives.

The NYS Elementary Science Test is a cumulative science assessment that evaluates a school’s overall elementary science program as well as individual student performance. This evaluation consists of two parts: multiple-choice/short answer responses and student performance. The multiple-choice is content based while the performance assessment is a hands-on application of science knowledge.

The New York State Assessments are scored within the school district and are completed several weeks after the administration dates. The formal results are sent to the district late in the summer.

Once the staff at BRS has analyzed student performance, a parent report can be accessed through the parent portal. Individual reports are only available for English Language Arts and Mathematics. As part of the parent report your child receives a Performance Indicator number. The Performance Indicator is based on a 1 - 4 scale, a score of 3 or 4 indicates complete mastery, a two is partial mastery, and a 1 represents no mastery of subject area content material. Parents are encouraged to review their child’s results and contact the office should any questions arise.
ASSESSMENT DATES FOR 2019-2020 SCHOOL YEAR

New York State Assessments*

Grades 3 & 4 English Language Arts  March 25 and March 26
Grades 3 & 4 Mathematics        April 22 and April 23
Grade 4 Science Performance     May 18 – May 29 (exact schedule TBD)
Grade 4 Science Written         June 1

*These dates are subject to change by the NYS Education Department.

Please remember the best way to prepare your child(ren) for the above assessments is to make sure they have had a good night’s sleep and a healthy breakfast. On occasion, a student may be ill on the day that a particular assessment is administered. Parents often wonder if they should send their child in “just for the test.” Please be assured that all exams have scheduled make-up dates in the event that your child is legally absent from school.

STUDENT SUPPORT SERVICES

RESPONSE TO INTERVENTION (RTI)

The first course of action when a child is struggling in the classroom is Tier I support. This extra support is provided by the classroom teacher approximately 3 times per week for about 15 minutes per session. During this time, the teacher will work with a child or small group of 2-3 children to review/retell concepts that the child(ren) is/are struggling with. Should your child require such support, the classroom teacher will notify you. If appropriate progress is made, a child may continue to receive Tier I support or may be exited from this service. If insufficient progress is made, the child will be referred to the Child Study Team (see below) to discuss the possibility of implementing additional services.

CHILD STUDY TEAM (CST)

If a teacher or parent has concerns about a child, whether they be academic or social/emotional, a referral can be made to the BRS Child Study Team. If a teacher is making the referral, you will be contacted beforehand. Child Study Team meetings are held on D days and are chaired by the assistant principal. Emergency Child Study Team meetings are called in the event of a tragedy or traumatic event impacting on the student body.

The following people attend Child Study Team meetings on a regular basis:

- Director of Educational Services
- Principal
- Assistant Principal
• Learning Specialists
• Psychologists
• Speech/Language Therapists
• Reading/Math Teachers
• ENL Teacher (as needed)
• School Nurse (as needed)
• Classroom Teachers (for specific child being discussed)

The reason for the multi-disciplinary membership is to enable the team to look at the “whole” child. By having an array of specialists present to meet and work with the classroom teacher, a variety of strategies and/or interventions can be considered, and the root of a student’s difficulties can be more effectively addressed. A follow-up phone call is then made to keep parents informed of the team’s recommendations.

Students referred to the Child Study Team are monitored through Child Study Team minutes kept at each meeting. When a recommendation is made by the team, a follow-up to the recommendation is reported on a subsequent date during the academic year. In this way, further action can be taken if necessary.

At the Bedford Road School, the classroom teacher and any of the specialists involved with the recommended action are responsible for monitoring the child’s progress.

**COMMITTEE ON SPECIAL EDUCATION (CSE)**

It may be decided by the Child Study Team that further information is needed about a child to determine whether or not there is an academic, emotional, or physical issue that interferes with his/her classroom performance. Additional evaluations may be necessary for a decision to be made as to whether the child is a candidate for special education services. In this case, the parent is notified and the child is referred to the Committee on Special Education. After all evaluations are complete, a meeting which includes the child’s parents is held. Evaluative information is shared and a joint decision is made regarding the best course of action to meet the student’s needs. For further information, please contact Dr. Bhalla, Director of Educational Services at 914-741-1400, ext. 60510.
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BEDFORD ROAD SCHOOL ~ DISMISSMAL LOCATIONS ~ GRADES K-4

- **BEDFORD ROAD**
- **FIELD**
- **STAIRS TO ACADEMY**
- **MAIN ENTRANCE INTO SCHOOL**
- **JUNGLE**
- **GYM**
- **SWINGSET**

K-R

K-V

K-A

K-M

K-N