

# Beekman Elementary School

*Poughquag, New York*



***Our mission is to empower all students to be self-directed, lifelong learners, who willingly contribute to their community and lead passionate, purposeful lives.***

**Welcome, students, to the start of a new school year!** All of us who work at Beekman Elementary School wish you a safe, fun, productive and challenging year. As our school and district mission states, it is our goal to empower you to be self-directed learners who willingly contribute to your community. Together we will achieve this goal by working together, and thinking and asking questions every day. We have high expectations for you while you are a student in our school. We have high expectations because we care about you as a student and an individual. If you work to meet those expectations, you will have a fun and rewarding time in school.

This handbook is a reference guide about our school. It is organized alphabetically. Please read it carefully and share it with your family. I wish you a wonderful learning experience at Beekman Elementary School this year. Try your best, ask questions, and have fun! Go Beekman Bears!

Best wishes,

Chris Quaranto  
Principal

## **ABSENCES/ATTENDANCE**

1. Come to school daily, unless you are sick.
2. After you have been absent, please bring a note from your parent or guardian when you return to school. The note should state the dates you were absent and the reason for your absence. Please give this note to your teacher as soon as you return to school.
3. If you are absent for one day, call a classmate and get the assignments you missed.
4. If you are absent for more than one day, ask your parent or guardian to call the main office and request the classwork and homework you missed.

## **ANNOUNCEMENTS**

Daily announcements are read every morning at 8:50 AM. This is the time when important information related to the school day, your classes, and school events will be shared with every member of the school. The Pledge of Allegiance will also be recited at this time.

## **B.E.A.R.S.**

At Beekman Elementary School students are asked to be **BRAVE**, be **EMPATHETIC**, **ACCEPT RESPONSIBILITY**, be **RESPECTFUL**, and be **SAFE**. If you show that you are working to meet these expectations on the playground, in the cafeteria, on the bus, and other areas, you may receive a BEAR PAW from a staff member or bus driver. Bear Paws are sent to the main office to be read on the announcements. You can see recent Bear Paws posted on the bulletin board in the main lobby.

## **BREAKFAST**

Having something to eat in the morning is important for focusing and being productive in class. If you are not able to eat breakfast at home in the morning, you may purchase breakfast at our school by going directly to the cafeteria when you enter the school in the morning.

## **BUS PASSES**

If you need to get off at a different bus stop or you need to ride a different bus after school, please bring a note to school from your parent or guardian. You should give the note to your teacher and they will make sure the note gets to the main office. The secretaries in the main office will issue you a bus pass and give it to your teacher. You must give the bus pass to the driver of the bus you will take after school so they know you have permission to ride a different bus or get off at a different stop.

## **CLASSROOM PROCEDURES**

Each teacher has a set of classroom procedures. It is important for you to know the routine for all of your classes. Be prepared each day and remember that a positive attitude helps in any situation. If you need to leave the room for any reason, make sure you ask and get your teacher's permission first.

## **CODE OF CONDUCT**

There are rules that all students must follow. These rules are known as the [Code of Conduct](#). These rules were approved by our Board of Education and they are distributed to students at the start of each school year.

Please review them with your parent(s) or guardian(s).

## **DRESS CODE**

We believe that it is important for students to express who they are, but at the same time to respect those around them. Part of showing respect for others includes wearing clothing that is not distracting or offensive. Items that should not be worn in school include; hats, extremely brief or revealing shirts or shorts, flip flops and slides. Students who are wearing something that is deemed inappropriate will be required to change into something more appropriate.

## **DROPPING-OFF STUDENTS**

If you are driven to school, you should be dropped off near the outdoor basketball court along the sidewalk. Once you have been dropped off, please walk along the sidewalk and proceed to the main entrance. Students should be dropped off at school between 8:35-8:45 AM.

## **ELECTRONIC EQUIPMENT**

Electronic equipment (such as cell phones, radios, tablets, portable computers, etc.) is not allowed in class. If your parent or guardian gives you a cell phone and asks you to bring it to school, please turn it off and put it in your backpack when you get on the bus each morning. You may turn it on and use it once you leave the bus each afternoon. Students may not use their cell phones while riding the bus or during school.

## **FIRE DRILLS AND EMERGENCY PROCEDURES**

We practice safety drills throughout the school year to make sure everyone at our school is prepared for emergency situations. These drills are designed to reduce the chances of serious injury in the event of a real emergency. Please make sure you remain silent during the drills and when returning to the classroom or bus so that you can hear instructions given by school personnel. We will conduct fire drills, bus drills, lockdown drills, hold in place drills, and evacuation drills this year.

Occasionally, school may be closed before the scheduled end of the day because of unforeseen problems. If

this happens, we will notify your parent(s) or guardian(s) and make sure you get home safely. You should discuss an emergency plan with your parent(s) or guardian(s) in case school is dismissed early unexpectedly so you know where to go after school (home, a friend's house, a relative's house).

## **HALLWAYS**

Please walk at all times and stay to the right side while in the hallway. When you are walking with your class, listen to your teacher's instructions and follow the person in front of you.

## **HOMEWORK AND STUDY SKILLS**

Homework assignments are given to reinforce the lessons taught in class and to help develop good study habits and responsibility. Here are some suggestions regarding homework:

1. Write down your homework assignments accurately. You may think that you can easily remember your assignments, but writing them down will keep you organized.
2. Do your homework in a comfortable place that has adequate lighting, desk supplies (pen, pencil, paper, etc.) and a useful workspace.
3. Set a time every day to complete your homework. Some students like to complete homework as soon as they get home from school. Others like to have a snack and take a short break before beginning homework. Find a time that is right for you.
4. Keep your finished assignments in a folder that you bring back and forth to school each day.

## **IF YOU NEED HELP**

If you need help or assistance, please speak with your teacher or teaching assistant. In addition, we have other staff members available to you should you need help. Ms. Marino, our social worker, and Mrs. Wagner, our school psychologist, are two people who specialize in helping students with problems. You may need help with a problem at home or with a friend. Maybe you are frustrated or angry about something. Whatever the situation or problem, the adults at our school are ready and willing to give you help.

## **INJURY OR SICKNESS AT SCHOOL**

If you become injured or sick while at school, notify the teacher in charge of the class or activity immediately. We will take care of you and notify all the appropriate people, including your parent(s) or guardian(s).

## **INTERNET POLICY**

Each student has a computer account with a distinct login and password. All students are required to read the Acceptable Use Policy provided by the district in order to use their computer account. Any account holder who uses the district's computers and/or Internet in violation of district policy may have their user account suspended and/or revoked.

## **LATE TO SCHOOL**

If you arrive late to school, please enter the school via the main entrance and sign in with your parent or guardian at the front desk.

## **LEAVING SCHOOL EARLY**

If you will be leaving school early for a dentist appointment or another reason, please bring a note to school and give it to your teacher in the morning. Your teacher will give the note to the main office and your name will be added to the "parent pick-up" list.

## **LOST AND FOUND**

The "Lost and Found" is located in the hallway by the library. If you lose or misplace a jacket, lunch box, or any other item please check the "Lost and Found". Many students leave their personal items outside at recess and forget to bring them back inside. This is another area to look for an item that you may be missing.

## **LUNCH**

You may buy lunch in the cafeteria or you may bring lunch from home. You have many food choices when buying lunch at school. Lunch menus are handed out every month.

Please be responsible for throwing away your empty trays and garbage in an appropriate manner. You are also responsible for the cleanliness of your table as well as the floor around your table. Our teaching assistants, teachers, or custodians may ask you to help keep the cafeteria neat and clean.

If you need something like a napkin or spoon, raise your hand and ask for permission to get what you need.

Students may not share food during lunch for a variety of reasons. Please do not ask a friend or any student if you can have something from their lunch. Do not give anyone something to eat from your lunch. In addition, please do not ask other students to buy items for you from the lunch line or snack line.

We have two tables set up in the middle of the cafeteria for students who have food allergies. Students who sit at the "nut free" tables cannot be around foods that include nuts, peanut butter, or anything else to which a student may be allergic. If you are unsure if the food you brought for lunch can be eaten at the "nut free"

table, please ask your teacher or teaching assistant – they will be able to help you.

## **MEDICINE**

If you need to take medicine of any kind, including aspirin or cough drops, the health office must have an order from your doctor and/or your parent or guardian. All medication must be left with Ms. Cooley, our school nurse, who will personally dispense the medicine unless you have special permission to self-administer. You should not bring medicine to school – any medicine that you need to take in school is to be brought to Ms. Cooley by your parent or guardian.

## **PARENT PICK-UP**

If you are going to be picked up by a family member instead of taking the bus home, you will be dismissed to the gymnasium at 3:13 PM where you should wait patiently. A teacher or staff member will be with you in the gym and tell you when you can exit the school to meet your family. While in the gymnasium for “parent pick-up” students are to remain seated, use their inside voices, and follow the directions of the staff members who are in charge.

## **PLAYGROUND EQUIPMENT**

Teachers and teaching assistants will review the rules for the use of the playground equipment with students at the start of the school year. It is important that you follow the rules to keep you and others safe. Important rules include:

- Stay upright on all equipment. For safety reasons your head must remain above your shoulders when playing on the equipment.
- Stay seated and go down the slide feet first. Wait your turn. Continue moving down the slide and move away from the bottom so the next person can slide down.
- Keep your hands and feet to yourself at all times.
- Be helpful and kind to others at all times.

## **RECESS**

You will have 20 minutes of recess each day. During recess you may play with your friends, use the swings, run around, and have fun. You are encouraged to organize games like kickball, 4-square, basketball, and others. Teachers and teaching assistants who are outside are there to supervise all students and make sure everyone is playing and behaving safely.

If you happen to be at the health office or with another adult when your class goes outside for recess, you should not just exit the school to find your friends and go to recess. In this situation, please tell the adult you are with that your class went outside and the adult will escort you to the playground.

When recess is over and it is time to go back inside, the adults in charge will blow a whistle or call for students

to line up. Please do not ignore the signal to go inside. Show respect for your teacher or teaching assistant by lining up when asked to do so.

## **SAFETY PATROL**

The Safety Patrol is made up of 5<sup>th</sup> grade students who volunteer to provide assistance to the students and staff of our school throughout the year. If a Safety Patroller gives you instructions or is helping an adult, please listen and do what is asked.

In June each year, 4th grade students are invited to apply and become a member of the Safety Patrol. The process includes submitting a letter stating why you want to be a Safety Patroller and signing a pledge to adhere to our B.E.A.R.S. expectations and Code of Conduct at all times. Being a Safety Patroller means you are responsible, trustworthy, and helpful. The Safety Patrol is asked to provide assistance with special events and help those in need. It is important that Safety Patrollers meet standards for appropriate behavior every day. Safety Patrollers who repeatedly do not meet our school's expectations for behavior will be suspended from the Safety Patrol.

## **SCHOOL SCHEDULES**

Each day begins at 8:35 AM when students are dismissed from the buses. Announcements are read at 8:50 AM and instruction begins immediately after announcements. Students who are being picked up by their families will be dismissed at 3:13 PM. Students taking the bus home will be dismissed around 3:15 PM.

There may be times when we will have a delayed opening of school. If a **two-hour delay** is called, we will start school at 10:35 AM. If a three-hour delay is called, we will start school at 11:35 AM. If there is a delayed opening of school, lunches will still be served and the schedule for the day will be modified.

When our school has scheduled **early-release days** we will dismiss around 11:15 AM.

## **SCHOOL WEBSITE**

You can check our school website for information about upcoming events or to see pictures of events that have already happened. We strive to keep the website current, helpful and informative.

## **SNACK**

Teachers have a designated snack time each day. The time for snack will depend on the time each class is scheduled for lunch. Teachers will let students know what types of food cannot be brought to school for snack because of allergies and health concerns. You are expected to clean up after yourself during snack time and keep your classroom and desk neat and clean.

## **SPORTSMANSHIP**

We expect all of our students to be “good sports” at all times. This means that students can be competitive during recess, PE, and school events like Kickball for Life, but not at someone else’s expense. You are expected to demonstrate respectful behavior during games and competitions by taking turns, encouraging others, and staying in control.

## **TOYS AND GAMES**

Please do not bring any of your toys or games to school unless it is part of a special class event. We do not want anything to happen to your toys or games and they can be a distraction at school. Our school has plenty of games and other fun things for you and your friends to do.

## **WITS**

With so many people in one place at one time, there are bound to be minor conflicts or disagreements. When this happens, it is important to remember that each of us has a personal responsibility for our own behavior no matter how someone else chooses to behave. When someone acts in a negative way towards you, you are encouraged to “use your WITS”. This means:

- W** – walk away
- I** – ignore the other person
- T** – talk it out
- S** – seek help from an adult

Sometimes the situation will be simple enough that you and the other students can talk it out and resolve it yourselves. Other times, it may just be easier for you to ignore the other person. When walking away, ignoring, or talking it out does not work, please speak with your teacher or teaching assistant. They will help you find a way to make the situation better.