

# ACADEMY STREET Elementary School



## STUDENT/PARENT/GUARDIAN HANDBOOK 2024-2025

### ACADEMY STREET ELEMENTARY SCHOOL

150 Academy Street

Bayport, NY 11705

Lorie Beard

Principal

**(631) 472-7850**

Ext. 1010 – Attendance

Ext. 1000 – Main Office

Ext. 1050 – Nurse's Office

Student Arrival: 9:05 AM – 9:15 AM

School Starts: 9:15 AM

Dismissal: 3:15-3:25 PM

## Attendance

Regular attendance is necessary for proper instruction of your child. For optimal learning, students are expected to be in attendance, for the entire school day, when school is in session.

If your child is going to be absent from school, please go to the Academy Street website ([HERE](#)) and complete the absence form. If you are unable to access technology, kindly send a written note to school with your child when he/she returns.

Legal absences from school include: student illness, impassable roads or weather, quarantine, death in family, court appearance, and doctor visitation. All other absences are illegal. **Family vacations** while school is in session disrupts student learning and are **illegal absences**.

### 2024-25 NYS Assessment Testing Dates

As of the printing of this handbook,

NYS Assessment Testing dates are as follows:

|                 |                   |
|-----------------|-------------------|
| Grades 3-5 ELA  | 4/8/25 - 4/9/25   |
| Grades 3-5 Math | 4/29/25 - 4/30/25 |
| Grade 5 Science | 5/13/25           |

## Early Dismissal

A note, written and signed by a parent or legal guardian, is required for the early dismissal of a student. The note must state the child's name, date/time of departure, reason for early dismissal, and the name of the adult picking up the child. You may also notify us of an early pick up before 2:45 by filling out the Dismissal Change form on the Academy site ([HERE](#)). The adult picking up the child will be required to show proper photo ID, unless recognized by Main Office personnel.

Please note that early dismissals that occur between 2:30 and 3:10 are disruptive to learning in the classroom and our end of day activities. Please refrain from picking up your child between these hours. Your cooperation is appreciated.

## ELEMENTARY CODE OF CONDUCT SUMMARY

The Bayport Blue Point Code of Conduct can be found at [www.bbbschools.org](http://www.bbbschools.org).

The Board of Education is committed to providing a safe, supportive and orderly school environment, so that students can receive a quality education. To help the school be safe, supportive and orderly, certain appropriate behaviors are expected from all students, staff, and visitors to our schools. The behaviors are based on character traits such as **RESPECT, TOLERANCE, HONESTY, AND GOOD CITIZENSHIP**.

The specific rules for appropriate behavior are listed in the BBP Union Free School District's Code of Conduct, in the Student's Rights and Responsibilities, and will be shared with students by the school staff. All students are expected to follow these rules, at all times. At no time, will students or staff or visitors be allowed to **Harass** students; **Bully** students; **Discriminate** against students; **Threaten** students; or **Injure** students.

**Rights and Responsibilities:** In general, students have the right to an education in a school that is safe and free of discrimination, bullying and harassment. They also have a responsibility to follow the school rules and respect the rights of all other students and members of the school community.

**Dress Code:** All students are expected to come to school dressed appropriately. Clothing must be safe and may not be too revealing, may not include language or symbols that are offensive to others, or make reference to drugs, alcohol, smoking, or violence.

**Prohibited Student Conduct:** There are certain behaviors that are not allowed in school because they make the school unsafe and interfere with student learning. These behaviors are listed in the Bayport Blue Point Union Free School District's Code of Conduct. They generally cover the issues of keeping the school orderly and safe, the need to follow the directions of teachers and staff, reminders that

violence has no place in our schools, and importance of making good choices.

**Consequences:** When rules are broken, teachers and staff will first remind students of appropriate behavior, and help them to become better school citizens. Unfortunately, if rules are broken repeatedly or, if the behavior is extreme or illegal, students will be subject to consequences. These consequences range from warnings and short “time-outs”, to removal from the classroom, specific activities, and even the school itself.

### **Lateness to School**

Students arriving to school after the 9:15 bell are late to school, and must be signed into school by a parent or legal guardian at the greeter’s desk. **Students are not permitted to sign themselves into school.**

### **Visitors**

For purposes of building security and general efficiency of operation, all visitors must enter through the front door only, show proper photo ID and sign in at the Security Vestibule before proceeding to any location in the building.

Items brought to school for students must be clearly marked with the student’s and classroom teacher’s name. They will be delivered at an appropriate time as not to interrupt instruction. Lunches and lunch money will remain at the Greeter’s Desk where the student, on the way to lunch, can pick it up.

### **Health Office**

472-7850 (ext. 1050)

Students learn better when they are healthy and able to attend to instruction and engage in their learning. If a child has been displaying symptoms of illness, parents/guardian are asked to keep their child home:

- Until fever free for 24 hours (without medication).
- If the child has vomited.
- If the child has a rash - a doctor’s note is required indicating that the rash is not contagious.

Children who have casts, splints, or crutches require a doctor’s note indicating the level of participation in gym/outdoor recess activities permitted. If the child needs to use crutches, a doctor’s order is required.

The school nurse is permitted to administer medication in school, including non-prescription drugs, only if the following guidelines are met:

1. Written permission by the child’s physician and parent/guardian are provided. Physician permission must be on the doctor’s letterhead, indicating the child’s name, medication name, dosage and frequency. The prescription label on medicine bottle does NOT constitute a doctor’s written order.
2. Medication must be in the original prescription bottle clearly marked with the child’s name, physician’s name, date, name of medication, and prescribed dosage.
3. Parents/Guardians are responsible for dropping off the medication and picking it up when it is no longer administered or at the end of the school year.

### **Emergency Contacts**

The principal and/or the Health Office must be able to contact parents/guardians in the event their child becomes ill or has an accident in school. As such, the information on the Emergency Contact card must be kept up to date with current home and cell phone numbers, and names and contact numbers of those adults authorized to pick up your child(ren) from school. Changes to the information on the Emergency Contact Card can be made in the Main Office or directly on Family Portal.

### **Discipline/Code of Conduct**

Good discipline is most readily achieved by setting a positive environment through example. We firmly believe that if we treat our children with respect and kindness, with

firmness and fairness, a healthy environment for learning will evolve.

We are asking for your support in reinforcing, through explanation, the reasons for school rules. As you know, these are made and enforced for the welfare of all. When rules are broken, an appropriate penalty is administered as a deterrent toward future infractions and as an indicator to all of the importance of the rule.

**Attendance:** Teachers cannot teach students who are not in school. It is important that students attend school on a regular basis to develop strong work habits. When not in school, students miss lessons and other enriching experiences. It is the student's responsibility to make up missed work when absent.

**Reporting:** Students should immediately report any behaviors where a student is being harassed, bullied, discriminated against, threatened, or injured. This is called "reporting" and it is what good citizens do.

The name and contact information for each elementary school building's Dignity Act Coordinator is provided below:

Peggy Gasper            Sylvan Avenue  
[pgasper@bbpschools.org](mailto:pgasper@bbpschools.org)    631.472.7840

Matthew Slavin        Academy Street  
[mslavin@bbpschools.org](mailto:mslavin@bbpschools.org) 631.472.7850

Jennifer Graziano    Blue Point  
[jgraziano@bbpschools.org](mailto:jgraziano@bbpschools.org) 631.472.6100

**The rules included in the Code of Conduct apply in school, on school trips, on school buses, at district events, and have been extended to include protection of our students from forms of cyber bullying, when they impact the educational environment.**

### **K-5 Bill of Rights and Responsibilities**

Our school rules give all students certain rights, and ask them to be responsible for the choices they make. These rights and responsibilities are important because they

help to make sure our schools stay safe, healthy and orderly places to learn, play and grow.

#### **Students have the RIGHT to:**

- Be treated fairly, no matter whether boy or girl, how they dress, what they look like, who they play with, or with whom they live or what they believe.
- Tell their side of the story to teachers, principals, or other staff members
- To be taught the school rules
- Learn in a school where they feel safe and where they are free from discrimination, bullying and harassment
- Respectfully share their thoughts, ideas, and feelings
- Report problems they see in school and feel safe doing so

#### **Students have a RESPONSIBILITY to:**

- Help keep the school a safe, healthy, and orderly place to learn, play and grow
- Show respect to other people, their property and all school property
- Know the school rules and follow them, in school, on the bus, on a field trip or any other field event
- Seek help in solving their own problems, before they lead to broken rules
- Dress appropriately for school
- Use kind and respectful words at all times
- Report any unsafe or harmful behaviors, right away
- Keep their hands, feet and all parts of their bodies to themselves
- Keep any unsafe items out of school
- Attend school every day, on time, prepared to learn. If absent, make up any missed work

- Be honest, tell the truth and do their own work
- Take care of personal belongings. The school is not responsible for lost, stolen or damaged items.
- Follow directions given by school staff.

### **Lunch Program/Recess**

A hot lunch is provided each day at Academy beginning the first day of school. A menu will be provided on a monthly basis and is also available on our school website.

The cost of a full lunch is \$3.00. Students may purchase milk for \$.50. Please send your child to school with lunch money in an envelope clearly labeled with his/her name and the classroom teacher's name. Information about the Pre-pay option for the hot lunch program is available in the Main Office and on our school website.

If your child loses or doesn't have lunch or lunch money, we will do our best to contact you.

As long as it's dry and the wind chill factor is above 32 degrees, children have recess either before or after lunch. Parents/guardians are asked to provide warm clothing on days of brisk weather. During the fall and spring when weather can change dramatically from morning arrival to recess time, it is suggested that students keep a sweatshirt or light jacket in their backpacks.

### **Free and Reduced Lunch**

Applications for free and reduced lunch are mailed home electronically prior to the first day of the new school year. Extra copies of the application are available in the Main Office and on our district website.

Completed applications must be submitted to the Business Office for processing and approval. **Applicants must reapply each school year.**

### **Transportation Policy**

BBP Schools provide transportation to students in grades K-5 who reside more than one and a quarter (1.23) and up to fifteen (15)

miles from the school that they legally attend, to students in grades 6-8 who reside more than two (2) and up to fifteen (15) miles and to students in grades 9-12 who reside more than three (3) and up to fifteen (15) miles from the school that they legally attend, as per NYS Education Law.

### **Transportation Safety First**

In the interest of safe transportation for all, the school must insist on strict adherence to the following rules:

#### **Bus riders must:**

- Wait on the sidewalk until the bus comes to a complete stop.
- Enter the bus in the single file.
- Find a seat, put on the seat belt, and stay in it until dismissed by the driver.
- Keep head, arms, and hands inside the bus.
- Remain quietly in their seats during the trip.
- Cross in front of the bus after disembarking.

When infractions of these rules occur as well as infractions of respect for others, bus transportation privilege will be rescinded for a period of time to be determined by the school administration.

A child who is a bus student will take his regularly assigned bus home. The only exceptions to this procedure are:

- If the student brings a letter from their parent/guardian.
- If the student is staying after school.

**Only eligible bus students may ride the bus.**

### **Connect-Ed Message System**

#### **School Closings/Delayed Openings**

The BBP school district utilizes the Connect-Ed Messaging System to personally communicate with parents/guardian about emergency situations (i.e. school closings due to weather), school events, and important

issues impacting children in the district. It allows us to send personalized voice messages to your family's home, work or cell phones, and text notices to email addresses. Please help us by ensuring that we have your current contact numbers and email addresses throughout the school year.

School closings will also be announced on Channel 12 and 97.5 WALK-FM.

### **My Kids – Morning Care Program**

The My Kids morning program provides supervised non-academic activities between 7:20 AM and 9:05 AM each morning school is in session. The program has a nominal fee, and is billed monthly based on attendance. Registration forms are available in the Main Office.

### **SCOPE – After Care Program**

SCOPE Educational Services offers after care at Academy Street from dismissal to 6:00PM on regular school days. Information pamphlets and registration forms are available in the Main Office. Registration is completed directly with SCOPE via US Mail.

### **Academy Street PTA**

The Academy Street PTA serves many purposes. Our main goal is to bring a closer relationship between the home and the school so that parents/guardians and teachers may work together to further the education of our children.

Throughout the school year, the PTA sponsors many events for Academy Street students. The proceeds from these events benefit our children in the form of educational programs brought into the school, and special "extras" for students

The Academy Street PTA is also asked to provide members to represent Academy Street on district-wide committees. These representatives attend the committee meetings and report back to the membership at monthly PTA meetings. High School Honor Society students provide free babysitting, in the gym, during PTA meetings.

New members are always welcome to join Academy Street's PTA. Meeting dates are printed on the school district calendar. Please consider joining us!

### **2024-25 PTA Board Members**

|                |                |
|----------------|----------------|
| Co-President   | Kate Lasky     |
| Co-President   | Nicole Rachuna |
| Vice President | Tricia Opaka   |
| Secretary      | Katie Hughes   |
| Treasurer      | Julie Pernice  |