



HOLBROOK ROAD SCHOOL STUDENT/PARENT HANDBOOK

2024-2025



MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
170 HOLBROOK AVENUE, CENTEREACH NY 11720

Phone – 631-285-8565

Fax – 631-285-8561

<http://www.mccsd.net>

CRAIG L. UNKENHOLZ, Ed.D.

Principal

HOLBROOK ROAD SCHOOL

Middle Country Central School District
8-43rd Street
Centereach NY 11720

Roberta A. Gerold, Ed.D. Superintendent
Jonatha M. Singer, Assistant Superintendent for Instruction
Beth Rella, Ed.D. Assistant Superintendent for Business
James G. Donovan, Assistant Superintendent for Human Resources

September 2024

Dear Parents/Guardians,

Welcome to Holbrook Road School! It is with great excitement that I welcome you to the school. It is indeed an honor and a privilege to be the principal of this building.

On behalf of the entire staff, I extend the invitation to you to become an active member of our school family. We believe that cooperation and communication between home and school strengthens our educational partnership for the benefit of all concerned and are keys to the success of our students.

The Student/Parent Handbook is one of the tools we use to improve the flow of information between home and school. It describes the school's general organization and operation, and contains current information you may need during the year. Please keep this handbook as a reference and share relevant information with your child. As we update the Parent Handbook each year, we welcome your comments and suggestions about any information it contains or that we should include.

Thank you to all parents who attend school functions and PTA meetings. I believe that a truly successful school has a strong partnership with parents, teachers, and administration all working together for each child. One of the ways to develop a strong partnership with parents is through active participation and involvement in our PTA. If you have never attended one of the meetings in the past, please plan to do so during this school year. Your children will be delighted to see you taking an active role in their education.

We will continue to create a safe, positive learning and working environment where students are excited about their education. We will further develop our culture and build on our reputation as an outstanding school with a terrific team of dedicated staff and parents here at Holbrook Road.

Sincerely,

Craig L. Unkenholz

Craig L. Unkenholz, Ed.D.
Principal

Table of Contents

Arrival and Dismissal	page 3
• Attendance/Absence	page 3
• Early Arrival	page 3
• Early Dismissal	page 3
• Picking Up Students	page 4
Birthdays (see Food Celebrations)	page 4
ConnectEd/PowerSchool	page 4
Reading Chart	page 4
Class Placements	page 5
Code of Conduct	page 5
Communication	page 5
Dress Code	page 6
Emergency Contact Cards	page 6
Emergency Drills	page 6
Emergency School Closing	page 7
Field Trips	page 7
Food Celebrations	page 7
Health Services	page 7
• Accidents	page 8
• School Nurse	page 8
• In-School Need for Medication	page 9
• Immunizations	page 9
• Physical Examinations	page 9
• Screenings	page 9
Homework	page 9
Hours of Operation	page 10
Library Information	page 10
Lunch/Breakfast Program	page 10
Messages to your Child	page 10
Money and Valuables	page 11
Parent Teacher Association	page 11
Parking/Student Drop Off and Pick Up	page 11
Publicity	page 12
Report Cards and Interim Reports	page 12
Safety and Security	page 13
School Contact Numbers	page 14
Sign-Out Procedure	page 14
Student Support Team	page 14
Transportation	page 14
Board of Education and Central Administration	page 15



Arrival and Dismissal

Attendance/Absence

We encourage children to develop a sense of responsibility for arriving on time. If you expect your child to be late or absent, please be sure to notify the school before 8:15 a.m.

Please remember to call the attendance office (**631-285-8563**) when your child is going to be absent. If it is before the school building opens (at 7:30 a.m.) you can leave a message by calling the phone number mentioned above. It is our policy that the attendance secretary calls you if we have not heard from you in order to get a reason for the absence. This call does NOT take the place of an absence note. Please send in an absence note letting the teacher(s) know why your child has been absent. The note should be addressed to the teacher and dated. It should include the date(s) of absence, the reason for the absence and be signed by the parent/guardian. If your child was absent for a legal reason and you do not send in a note within five days of the child returning to school, it is counted as an illegal absence.

Whenever possible, please make appointments outside of school hours. We also ask parents not to schedule vacations that result in children missing school time.

Early Arrival

Our main concern is student safety. Students, including walkers and those driven to school, should not arrive on the premises before 8:35 a.m. Doors will not open until that time. It is imperative that younger children not be left alone. If you arrive early, please stay with your child until staff are on duty. The official start of our school day is 8:45 a.m. Any student arriving after that time will receive a late pass from the greeter.

Early Dismissal

Please be aware that early dismissals cause classroom disruptions. Please limit them to necessary situations only. Due to the need to dismiss approximately 400 students in an orderly fashion, **no one should be called for early dismissal after 2:30 p.m.** since this is a disruption to the educational process and safety procedures for all children.

If it is necessary due to an emergency or a doctor's appointment, please go to the greeter's desk to sign out a child for early dismissal. **As always, picture I.D. will be required.** Keep in mind early dismissal should only be in emergency situations. Children should not lose class time for extracurricular activities.

The main office closes at 4:00 p.m. Any forgotten books, assignments, instruments, etc. **must be picked up prior to 3:45 p.m.**

Picking Up Students

When picking up students after school please do not double-park your car and leave it unattended. A note should be sent to school on the day of the early dismissal with the student. For any last-minute emergency pickups, **call the main office by 2:30** so that we may notify the teacher. Please speak directly to a member of the office staff.

Birthdays

Please make arrangements according to the celebratory policy in place in your child's classroom. Middle Country Central School District's Wellness Policy prohibits the consumption of non-prepackaged or home-baked goods for celebrations.

Blackboard Connect/PowerSchool

Middle Country uses a computerized database for student data and automated calling, texting and email software (Blackboard Connect). Throughout the year you may receive phone calls, texts or emails to give you important and possibly emergency information. This is an effective way for the school to give our families information in a timely manner.

Grade K-6 Reading Level Chart for MCCSD:

Below is a reading chart used by the Middle Country Central School District. This chart gives expected reading levels and their corresponding Trimester Level. Here at Holbrook we monitor all of our students' reading levels and mark their progress accordingly. This chart will be available to you on your child's report card as well as this pamphlet. All report cards are accessible through the parent portal.

Grade Level	Incoming	1 st Trimester	2 nd Trimester	3 rd Trimester
K	N/A	A	B	C
1	C	E	G	J
2	J	K	L	M
3	M	N	O	P
4	P	Q	R	S
5	S	T	U	V
6	V	W	X	X/Y

Class Placements

At the end of each school year, teachers place students from Grades 1 - 4 in classes according to individual needs and characteristics, academics and gender balance. Due to the number of factors to be considered when preparing class lists, unless exceptional circumstances warrant, no changes will be considered once the placement process has taken place.

Code of Conduct

The Middle Country Central School District is committed to promoting safe and healthy learning environments where students are secure in their pursuit of educational success, free from the distracting incidence of violent behavior by others in their school setting. These acts include bullying, threats, intimidation, disruptive behavior in class, the carrying of weapons, fighting, physical assaults, or other behaviors that impede learning. Please refer to the Code of Conduct enclosed in your summer mailing or you may access it on the school district website.

Classroom Behavior – All children are expected to follow posted class rules. Students will complete class assignments and all homework assignments. Parents will be notified if behavior becomes an issue.

Hall Code – All children will walk quietly in the halls. Classes and students will stay to the right and walk in double lines.

Lunch Code – Children will respect the rights of others and follow the directions of the teaching assistants and teacher aides. Children will be expected to show good manners while eating and remain seated except for purchasing lunch items. Students will be expected to use a quiet tone of voice when talking to friends.

Lavatory Behavior – All students are expected to behave while using the lavatory facilities.

Students need to:

- Develop self-respect by being honest and accepting responsibility for their actions and by exercising self-control at all times.
- Use language that is respectful and appropriate for school.
- Refrain from any action or attitude which might be hurtful to others, including bullying, cyber bullying, harassment, ridicule, exclusion, or persistent teasing.
- Be understanding, tolerant and respectful of other people's differences.
- Show respect for other students, staff and all other adults in and around the school.
- Always try to resolve problems through discussion and/or with the help of others, including adults, and never resort to violence, neither verbal nor physical.
- Treat everyone's personal belongings, including their own, in a careful and proper way.
- Take good care of all school property and also the wider environment around the school.

Communication

The school will make every effort to keep parents fully informed, with letters, monthly calendars, Connect-Ed phone calls/emails/texts, and letters. There is also the district website www.mccsd.net in addition to the Holbrook Road School website, which contains recent news, announcements and student activities and achievements. This year, every child from grades 3 – 5 will receive an agenda book. This book will serve as the main

communication vehicle between the teacher and parents. If you have any questions regarding your child, please feel free to call your child's teacher directly. For any other questions, please ask the main office and they will be pleased to direct your question to the appropriate person.

Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance.

A student's dress, grooming and appearance include hairstyle/color, jewelry, make-up and nails. All students' dress should:

- Be safe, appropriate and not disrupt or interfere with the educational process. Jewelry is not to be worn during physical education class.
- Recognize that extremely brief garments such as tube tops, plunging necklines (front and/or back), see through garments, bare midriffs, halter tops and spaghetti straps are not appropriate.
- Ensure that underwear is completely covered with outer clothing.
- Include safe footwear. Footwear that is a safety hazard will not be allowed. Items such as beach flip flops, roller sneakers or platform shoes are not allowed to be worn in school.
- Not include items that are vulgar, obscene, puts down or pokes fun at others.
- Not promote or encourage the use of alcohol, tobacco, illegal drugs or violent activities.
- Not interfere with student learning, such as excessive chains, fake nails, hair extensions or makeup.
- Not including the wearing of hoods and all headgear, including hats, bandanas, headbands, stockings, etc., within the school building.

Emergency Contact Cards

At the start of each school year, the parent/guardian is requested to fill out a card listing the people who have transportation and will be able to be responsible for your child if there is an emergency and you cannot be reached. It is requested that these cards be filled out, signed and returned promptly. If any of your phone numbers change during the year, please contact the main office immediately.

Emergency Drills

In addition to fire and bus safety drills, Holbrook Road School will practice the following drills described below:

- **Lockout Drill**: When a lockout drill is announced, building staff will check each of the doors to the outside, as well as windows, to make sure that they are properly locked and no one will be permitted to come into or go out of the building from the outside until an all-clear is given.
- **Lock-Down**: When a lock-down drill is announced, all classroom doors are locked; students, faculty and staff are not permitted to come and go from the classroom. The perimeter of the building is also secured and checked. No one is permitted to come into or go out of the building and the lock-down remains in effect until an all-clear is given.

- Full Accounting/Relocation: Full accounting/relocation is a time in which all students, employees and visitors of the building are to report to a designated location in order to account for all individuals and/or prepare for relocation to one of our alternate sites.

Emergency School Closing

In the event of any unanticipated school emergency, the District emergency phone line and/or Connect-Ed will carry a recorded message. The message will also be posted on the district website. This message will explain the nature of the emergency and will provide specific instructions for parents/guardians. Connect-Ed is a system that will allow the District to call parents in the community with important information.

Additionally, if it is necessary to close or delay opening school local radio stations (WALK at 97.5 FM, or WBLI at 106.1) will be notified and will make announcements. **Please do not call the school or transportation department.** It is imperative that telephone lines be available for communication between the schools, radio stations and bus operators.

Field Trips

To ensure the success of the many activities offered, the school relies on volunteers. Parents' participation in field trips, sporting and special events is greatly appreciated and we try to give each parent a chance to participate. When on an outing, volunteers are reminded that the teacher has primary responsibility, and are asked to always defer to them when in doubt.

Parents who volunteer to assist on field trips are asked to sign in at the front desk when entering the building. Parents are prohibited from using tobacco products or drinking alcoholic beverages on field trips. This includes outdoors (nature trails, boats, waiting for buses, etc.).

Siblings may **NOT** be taken on field trips since they may detract from a chaperone's ability to supervise the other children. If you are unable to attend without bringing a sibling, please do not volunteer.

Food Celebrations

In accordance with MCCSD Policy# 5405, celebrations that involve food during the school day are limited to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet the nutritional standards established by the district.

Health Services

The goal of the School Health Services Program is to help each student obtain and maintain an optimal degree of physical and mental health so that they may benefit to their fullest capabilities. To achieve this goal requires the close cooperation and open communication between the parent/guardian, and the school nurse, principal, teachers, physicians, psychiatrists, psychologists and social services.

Accidents

- Parents will be contacted immediately.
- If parents/guardians cannot be reached, the phone numbers indicated on the "Emergency Contact" card will be called.
- If neither parents/guardians nor the emergency contact person can be reached, the school will arrange to have the child accompanied by the principal to the hospital, if necessary.



School Nurse

If your child is sick, please carefully evaluate them before sending them to school. Your child is **NOT** allowed to attend school until they are free from fever (100 or higher), vomit and diarrhea for 24 hours without using medication. If your child develops a fever or is sick during the day, you will be contacted immediately and will be asked to make the necessary arrangements for your child to be taken home. Please let the office know if your child has been exposed to an infectious condition such as chicken pox, lice, etc.

If your child has pediculosis (head lice) please follow proper recommendations from your doctor. Please contact the nurse if your child has lice. Due to the way lice multiply and spread, it is important for home to take immediate action. This should not be a cause for alarm, however, please check your child regularly.

Please contact the school nurse in relation to all dietary issues. Her job is to see to it that your child is as healthy as possible in order to get the best possible education. The nurse needs a doctor's note for the following:

- Ace Bandages
- Casts
- Sutures/Stitches
- Braces on knees, arms, wrists etc.
- Severe Illnesses – chicken pox, heart murmurs, seizures, scoliosis, etc.
- Operations
- Rashes
- Any physical limitations the child may have or might incur during the school year

In-School Need for Medication

If your child needs to take medication while at school, the following three requirements must be met or medication will not be given:

1. **Dated doctor's note** with his/her signature stating:
 - a) Name and specific amount of medication to be given
 - b) Time to be given
 - c) Length of time to be given
 - d) Reason for medication to be given
2. Medication in **original container with pharmacy label** or over-the-counter medication in **original unopened package**.
3. Signed note from the parent giving the school nurse permission to administer the medication.

All medications must be brought to the nurse by an adult.

Immunizations

As our New York State Immunizations are constantly being updated, please check with your family physician or our school nurse.

Physical Examinations

New York State Education Department requires all children attending schools in grades Pre-K, K, 1, 3, 5, 7, 9 and 11 to have medical examinations. We urge you to have your family physician conduct this examination. If you do not have your child examined by your own physician, and a completed form returned to the school nurse, arrangements will be made to have your child examined by the school physician sometime during the school year.

Screenings

Height, weight, vision and hearing tests are done on every student every year. A note from the nurse will let you know if there are any problems that need to be addressed.

Homework

Homework is an extension of the academic material already taught in the classroom. Its purpose is to provide practice and reinforcement. Assignments can include reading, writing, practice exercises, memory work, research projects and preparation for tests and quizzes. Our goals in assigning homework include helping students develop good organizational skills and sound work habits and reinforcing the acquisition of concepts, skills and knowledge taught as part of the curriculum.

Even though they should be able to complete most of their tasks on their own, students may occasionally require assistance; parents should then feel free to offer guidance. If your child is experiencing difficulty with assigned homework on a regular basis, please inform the appropriate teacher.

Since work habits, abilities and concentration vary greatly from child to child, it is impossible to determine the time required for a given assignment. We recommend that parents begin the practice of checking off homework when completed in your child's Agenda Book. With older students, homework is frequently assigned several days in advance so that students can plan their work according to their co-curricular and out-of-school activities.

If your child is absent due to illness for over two days, teachers will make it available if you phone the main office by 10:00 a.m. The homework/books may be picked up at the front desk after 2:30 p.m. or you may request that it be sent home with a sibling or neighbor's child. Please understand that if you do not call in a timely fashion, a teacher may not have the opportunity to assemble the necessary material for you to pick up.

Hours of Operation

Bus Arrival:	8:35 – 8:45 a.m.
Walker Arrival:	8:35 – 8:45 a.m.
School Begins:	8:45 a.m.
School Ends:	3:05 p.m.

Students should not be in the building after 3:10 p.m. unless they are in a supervised program. In case of a change in your pick-up arrangement, please inform the main office by written notice or call before 12:00 pm.

Library Information

The school library supports and reflects the educational goals and philosophy of the Middle Country Central School District. A well-balanced collection of print and non-print resources is available in our library. The central focus of the library is to instill a love of reading and life-long learning in all children.

Reference and reader guidance services are designed to aid students in utilizing library resources. Instruction in research skills and information studies is integrated into the curriculum with research assignments planned and taught in collaboration with classroom teachers. Students will have the opportunity to choose a book(s) to take home during the library period. It is important for each student to take responsibility for returning the book(s) on the due date. Please do not hesitate to request assistance from our teacher-librarian in acquiring appropriate materials and reading lists.

Loan periods are in place to make library materials available to all. Borrowing privileges may be suspended if library materials are not returned on time. In case of loss or damage to library materials, please notify the teacher-librarian to arrange for payment.

Lunch/Breakfast Program

Children's health or ability to do school work is greatly influenced by the kind of lunch they eat. For that reason, a complete hot breakfast & lunch is provided for students free of charge this school year. We utilize a finger-scanning system to speed up the cafeteria lunch lines, giving the students more time to eat and enjoy their food.

Monthly menus are posted on the MCCSD Food Services website to inform parents of the lunch served in school each day. Children may bring their own lunch. No glass bottles are permitted in school, nor is soda. For more information about school lunch or finger-scanning, call 631-285-8190 or visit the [MCCSD Food Services](#) website.

Messages to Your Child

So as not to disturb the education of children in classrooms, please send in notes with your child in the morning or call the main office and leave a message for a teacher to call you. If your child forgets something at home, please bring the item to the greeter and we will ensure the item(s) reaches your child.

If unexpected information has to reach your child, please make sure you advise the office before 2:00 p.m.

Money and Valuables

The school does not take responsibility for money or valuables brought to school by your child. Children should not bring any toys or electronics, including Smart watches, to school as these are a distraction to the educational process. When sending money for outings or activities, we recommend that you place it in a sealed envelope clearly marked with your child's name and teacher name.

Phones

If phones are brought to school, they must be turned off and kept in the student's backpack while school is in session. No videos, pictures or recordings are allowed to be taken.

Parent Teacher Association (PTA)

The Holbrook Road Parent Teacher Association is an organization whose primary concern is children. Parents, together with the principal and teachers, strive to provide programs, services and opportunities that benefit the children of Holbrook Road School. In order to keep parents informed of what is happening in our community; PTA remains involved with our school board, administration, and other PTA units. This valuable information is passed on to parents at monthly PTA meetings.

Meetings are generally held on the first Tuesday of the month and all are welcome. Your participation and support are greatly appreciated.

PTA President – Coleen Mason (cmason@mccsd.net)

Parking/Student Drop-Off/ Pick-Up/Bus Lanes

Your cooperation in safe driving and parking on school property is appreciated. Please do not block the driveways or pull into the active bus lane.

MORNING ARRIVAL PROCEDURES:

1. Buses (Big and Mini) will pull into the inner driveway.
2. NO CARS are allowed in the inner driveway.
3. Drivers should use the outer driveway and pull up as far as possible and must drop children off at BOTH islands. Children are **ONLY ALLOWED** to get out of the **PASSENGER SIDE** of the car so they do not step out into traffic.
4. If you need to assist your child with getting out of the car, please use the side lot and walk your child/ren to the flagpole.
5. Drop-off time is **8:35 am-8:45 am**.
NO CARS are to be parked in the outer driveway during arrival time.

AFTERNOON BUS DISMISSAL PROCEDURES:

1. Minibusses will be parked in the outer driveway.
2. Large buses will be parked in the inner driveway.
3. **NO CARS will be permitted in ANY of the driveways in the front of the school during dismissal.**

AFTERNOON WALKER DISMISSAL PROCEDURES:

1. Walker parents/guardians should wait in either:
 - a. The area near the flagpole (north of the side entrance to

the cafeteria).

b. The grass area east of the driveways.

2. All cars must be parked in designated parking spaces.

3. Parents/guardians must get out of their cars and pick up children from designated areas.

4. **NO children will be allowed to walk to cars in the parking lot without their parent/guardian.**

5. As per district policy, HBR will continue to dismiss walkers only after the buses have departed; approximately **3:05pm**. This is done to increase the safety for walkers.

Remind your child regularly of the hazards and have him/her be consistent in the routines.

- Walk, do not run; always look both ways before crossing the driveway.
- Hold younger children's hands at all times.
- Be aware of others.
- No playing at any time during the dismissal period.

At all times:

- Follow the crossing guard's instructions.
- Observe all parking and traffic signs and regulations.
- Be courteous and polite.

Publicity

Under the Family Education Rights and Privacy Act, you may choose not to have information, pictures or video of your child(ren) published. If you wish to exercise this right, please notify the principal in writing at your earliest convenience. This declination will be in effect for the present school year only.

Report Cards and Interim Reports

In order to assess our students' progress and level of achievement, we take into account daily assignments, homework, special projects, test and quiz results and class participation.

Report cards and interim reports also address a child's attitude, effort, and progress as well as grades. In addition to these formal reports, teachers will contact parents whenever appropriate. You are also encouraged to contact teachers at any time, and if you have concerns regarding your child's progress, please feel free to ask for an appointment with the relevant teacher. Should you require additional assistance; the office will refer you to the appropriate person.

2024/2025 Interim Reports/Report Cards

Interim Reports Mailed Home On:

- October 15
- January 13
- April 22

Report Card Portal Opens:

- December 3
- March 17
- June 27

Safety and Security

The safety and security of the entire school community are of prime importance. Students, staff and parents are responsible for following procedures outlined to ensure safe conditions. If unsafe conditions or practices are observed, they must be reported immediately to the principal or office.

In order to provide the safest of environments for the students in MCCSD, there are numerous security protocols in place. We ask for your continued partnership as we continue to maintain a secure and safe building. From this point forward, ALL adults, even frequent visitors, entering EVERY MCCSD school **MUST present ID** before final entry to the building. Please do not mistake our procedures listed below with an impersonal welcome to the building, but safety must be our priority.

1. Please take out your ID **prior** to coming to "Visitor Entrance" to expedite this procedure.
 2. Ring the bell/intercom to the far right of the main entrance doors.
 3. When asked, please state your name and purpose for coming to the school.
 4. Upon hearing the buzzer, please enter into the security vestibule through the far right door, marked "Visitor Entrance."
 5. Once you have been granted access to the security vestibule, pass your ID to the greeter through the opening in the glass to the far right.
 6. Once visitors are verified, they will be buzzed into the main lobby to conduct their business.
- If a child is being picked up early, the adult will sign the child out and then wait outside the main entrance. NOTE: The adult picking up the child must be listed on the emergency contact card or a note sent to the school before dismissal.
 - Visitors who are helping with school or classroom events will need to sign in and report directly to the location of the activity. You must remain in that area and may not wander through hallways and/or visit other classrooms.

When you are visiting, please **do not ever allow anyone to enter the building as you enter** through the doors. Door holding is polite, but it can also be a security risk.

We are committed to ensuring the safest possible environment for all members of our school community. In addition to our building level school safety plan, we have a variety of safe school practices.

The school has additional safety measures to further enhance campus security, including security cameras which monitor entrances and the property in general. Visitors (including parents) are asked to sign in so we know who is in the building at all times.

School Contact Numbers

Main Office	285-8565
Attendance Office	285-8563
Central Registration	285-8890
Emergency Hotline	285-8088

Holbrook Road Main Office	285-8565	Fax: 285-8561
Lunch Program	285-8190	
Nurse	285-8570	Fax: 285-8519
S.C.O.P.E (after care)	732-2186	
Special Education	285-8850	
Transportation	285-8880	

Sign-Out Procedure

Anyone who wishes to sign out a student will sign them out at the front desk and they will need to show identification that includes an address with photo I.D. (i.e. driver's license).

Student Support Team (SST)

The student support team was created for the student who is in need of additional support in addition to what they are getting. Anybody can request a meeting. The student support team consists of the building principal, school psychologist, classroom teacher and parent(s). Other staff members could also be present depending if they are offering relevant information for the well-being of the student. Parents are notified of the date and time. They are usually conducted at 9:00 a.m. Parents will be notified by letter and should make every attempt to be present.

Transportation

The following regulations are to be adhered to by students to ensure safety and comfort on the bus:

- Be on time for the bus. Be at the bus stop ten minutes prior to pick up.
- Bus route changes **MUST** go through the transportation office.
- Eating and drinking on the bus are prohibited.
- Remain seated and keep your head and arms inside the windows.
- Talk quietly; do not use inappropriate language or vulgar gestures.
- Always follow the requests of the bus driver.
- Be considerate of everyone on the bus.
- Always respect the private property of others on the bus, and at the bus stop.
- Stay out of the street and be watchful.
- Balloons are not allowed on the bus.

Bicycle riders: In accordance with state law, all riders must wear a helmet. Once on school grounds, students should walk their bicycles and cross bicycles at the marked crosswalks. The school is **NOT** responsible for security or theft of bicycles and /or property associated with the bicycle.

Middle Country Central School District

Board of Education

Dawn Sharrock, President
Robert Feeney, Vice-President

Arlene Barresi
John DeBenedetto
Doreen Feldmann
Denise Haggerty
Robert Hallock
Deborah Mann-Rodriguez
Kathleen Walsh

Central Administration

Roberta A. Gerold, Ed.D.	Superintendent of Schools
James G. Donovan	Assistant Superintendent for Human Resources
Beth Rella, Ed.D.	Assistant Superintendent for Business
Jonathan M. Singer	Assistant Superintendent for Instruction
Diana Cook, Ed.D.	Director of Music, Fine Arts, Community Media Relations
Jennifer Harrison, Ed.D.	Director of Pupil Personnel Services
Joseph Mercado	Director of Physical Education, Health and Athletics
Vincent Raicovi, Ed.D.	Director of Technology, Business Information Systems