

# **Boston Valley Elementary School**



## **2023-2024 Parent and Student Handbook**



## ***Welcome to Boston Valley Elementary School!***

At Boston Valley Elementary School (BVS) we are a community of learners who strive to be a school family. We believe in being the best learners we can be, and that everyone in our learning community plays a very important role in making our school a great place to live and learn.

### **Our Vision Statement**

*Educating modern thinkers who create, care, solve and discover.*

### **Our Mission Statement**

*Engaging all students in learning experiences that inspire lifelong learning and empower each for their future.*

### **Hamburg Central Schools Core Values**

*We:*

*Honor every learner as a unique person and adapt to the needs of each.*

*Inspire the love of learning in every student.*

*Ensure that our schools are places of innovative teaching and active learning.*

*Are proud of our past and committed to our future.*

*Ensure that our schools are safe, kind, and welcoming so that we make everyday a great day to be a Hamburg Bulldog.*

**BVS Main Office Telephone Number – (716) 646-3240**

**BVS Fax Number – (716) 646-3244**

**School Hours - 8:50 AM – 3:00 PM**

Adult supervision begins at 8:50 AM. Therefore, students should not arrive prior to that time. Once the instructional day is over, children are to leave and go directly home. The school cannot offer supervision on school grounds following dismissal.

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## **After School Activities**

There are occasions when students are asked to arrive early or remain after school for teacher-supervised activities, extra instructional opportunities, or the like. Parents will always be notified at least one school day in advance by the teacher requesting the additional time with the student.

## **Art Education**

All students participate in the Art Education program at least one time in a six-day cycle. Students are required to bring an old, large, loose-fitting shirt to wear as a smock. (Exuberant student artists need to protect their school clothing from accidental spills that often occur during the exploration of a wide variety of art media.) The sequential art curriculum provides students with an introduction to the world of art through the eyes of historical artists and hands-on art activities. The art studio provides a safe environment for exciting learning experiences with two and three-dimensional art materials.

## **Assignment Notebook (Levels 3, 4, & 5)**

Intermediate students at BVS receive an assignment notebook. Each daily page provides space to record assignments in all subjects, upcoming test dates, things to take home or bring to school, and messages or reminders. Please be sure to review your child's assignment notebook on a regular basis.

## **Bikes, Skateboard, Scooters, and Rollerblades**

In order to provide a safe atmosphere for all, skateboards, rollerblades, and sneakers on wheels are not permitted on school property.

## **Bus Schedule**

Fisher Bus Service provides bus transportation for all students within the Boston Valley Elementary boundaries. The schedule for buses and bus routes will be made available prior to the start of the school year. Any questions you may have about bus routes should be directed to Fisher Bus at (716) 588-7766. Concerns about behavior and student interactions on the bus should be directed to the building principal, who can be reached by calling the main office.

For children who need to be transported to and/or from a location other than their home address on a regular basis each week, parents will need to fill out an Alternate Site Application for Transportation, which can be obtained from the school office. You must fill out a new form each school year. The Alternate Site Application must be submitted for the principal's approval and changes can take up to 10-business days to take effect. Upon receipt, Fisher Bus Service will notify parent/guardian of approved/disapproved requests.

If there is a change to your child's dismissal, written notification should be made prior to 1:00 PM the day of change. A note can be sent to school with your child or you can phone the main office for assistance, 646-3240. Please note that we are not able to issue bus passes.

## **BVS Bulldog Buzz Newsletter**

The BVS Bulldog Buzz is our school newsletter which is distributed regularly throughout the school year. The newsletter is shared via email and can also be found on the BVS Website. The BVS Bulldog Buzz includes items covering many aspects of the school and its operation, such as news from the Principal, Main Office, Health Office and School Counselor. You will also find information from our PTSA, a calendar of upcoming school events, news from around the district, and so much more!

## **Calling Home**

Students are discouraged from calling home for items forgotten for school except for glasses, lunches or lunch money.

## **Calling the Classroom**

Phone calls cannot be put through to the classroom during the school day. We are happy to connect incoming calls to a staff member's voicemail and the staff member will return your call in a timely manner. In the case of an emergency, please call the main office for assistance and we will facilitate any necessary communication to the classroom.

## **Cell Phones and Electronic Devices**

Cell phones, smart watches, ipads and other electronic devices are not permitted in school. If students have been provided with such items for safety reasons after school, these devices must be turned off and stored in their backpacks during the school day. Because of the risk of loss, theft, or damage, it is highly recommended that these devices not be brought to school. Please see the Social Media section of this handbook for further details.

## **Changes to Dismissal/Early Dismissal**

If there is a change to your child's dismissal, written notification should be made prior to 1:00 PM the day of the intended change. A note can be sent to school with your child or you can phone the main office for assistance, 646-3240.

To ensure the safety of all students, please be prepared to show government-issued photo identification every time you pick your child up from school. If the need arises to pick up your child prior to dismissal, please send a note with your child indicating who will pick him/her up, the reason for the early dismissal, and what time your child should be dismissed. You can also call the main office for assistance. Students being picked up early must be signed out with the building entry monitor at the front entrance.

## **Character Education**

At Boston Valley Elementary, we strongly support Character Education, which functions to prepare, implement, and support character education in conjunction with the WNY Character Council. We highlight various character virtues throughout the school. We have found that to truly integrate these virtues into our lives, we must focus on thinking about the virtues, noticing the feelings associated with such, and do things to learn and promote these virtues. Character education occurs each day via a segment on the BVS Morning Announcements and through instruction in our classrooms. Character education is also another means through which we can acknowledge the positive actions of our students.

## **Computers**

**SUBJECT: STUDENT USE OF COMPUTERIZED INFORMATION RESOURCES:**

[Acceptable Use Policy](#) 7314P

## **Notification**

The District's Acceptable Use Policy and Regulations will be disseminated to parents and students in order to provide notice of the school's requirements, expectations, and students' obligations when accessing the DCS.

## HCSD Code of Conduct

### **Auditorium Behavior**

The expectations for conduct and behavior during an auditorium program include:

- Remaining quietly seated
- Clapping appropriately as a show of appreciation or as a gesture of respect
- Showing kindness and respect to our guests and each other

### **Cafeteria Rules**

The expectations for conduct and behavior while dining in the cafeteria include:

- Use inside voices (“volume 1 voices”) and restaurant manners
- Show kindness and respect to cafeteria staff and each other
- Remain seated – Raise your hand if help is needed
- Clean up your area
- Lights out means voices off and listen for direction

### **Birthdays**

While we enjoy celebrating the birthdays of our Boston Valley Learning Community, we are not able to welcome birthday treats, food or non/food items, as part of the celebration. Student birthdays are recognized on our daily announcements and individual classroom teachers will share how birthdays will be celebrated in their classrooms. We are also not able to permit passing out birthday party invitations at school.

### **Bus Behavior**

The expectations for behavior and conduct while on the bus include:

- Remaining quietly seated while the bus is in motion
- Keeping your body and belongings within the bus at all times
- Keeping the aisles clear of books, packages, coats, etc.
- Showing kindness and respect to the bus driver and each other

In the event of a bus issue, a parent or guardian will be notified. Parents are encouraged to notify the building principal of behavior issues and concerns on the bus by calling the main office.

## **Confidentiality, Sensitive Issues and Family Developments**

There are times when children and families face crises, which may have an impact on school performance. Parents can take comfort in knowing that our teachers are caring, professional people and that any sensitive family issues which are shared remain entirely confidential. Please contact your child’s teacher, the building principal, or the school counselor in the event of any family changes so that we can support both you and your child in the best way possible.

## **Custody Papers**

It is the responsibility of the custodial parent to provide the building principal with certified copies of all legally binding documents pertaining to child custody and visitation. A copy of current court orders must be on file with the main office before a parent can be denied access to his or her child. Parents also must show a government-issued photo identification to pick up their child. We are obligated to follow the most recent documentation submitted for a child, so it is important to immediately submit updates and changes to the building principal.

## Field Trips

As part of our classroom programs, teachers plan field trip experiences intended to extend and enhance the curriculum. Each parent is asked to sign a permission letter for such trips. On occasion, parents are asked to attend field trips as a chaperone. In order to do this, the parent must be a Board of Education Approved School Volunteer prior to serving as a chaperone or volunteering in the school building. Please call the main office to complete the School Volunteer Training Process. It is recommended to do this as early in the school year as possible.

## The FOCUS

*The Focus* is the district communication shared with all residences within the school district. It contains monthly information about Hamburg Central. *The Focus* also lists Continuing Education courses for the fall and spring. *The Focus* can be found on the HCSD website.

## Health Curriculum

The Health Curriculum is taught to all students in grades K - 5 by the district's elementary Health Teacher, Mr. Joshua Koszuta. Please email: [jkoszuta@hcsdk12.org](mailto:jkoszuta@hcsdk12.org) with questions. The curriculum that Mr. Koszuta teaches is listed below:

### Grades K - 2 Health Curriculum

Social Emotional Lessons: Feelings/Emotion, Controlling Emotions/Breathe, Think, Act  
Not Giving Up- confidence, Power of "Yet", Respect

Wellness: Germs, Hand Washing, How Germs Spread, Virus

Nutrition: Food Groups. Importance of Breakfast, Picky Eater, Junk Food, 5 Nutrients

Bullying: What to do?, Important of Being Kind, Who to tell, Kindness, "Hands and Words  
are not for hurting" Story and activity

Child Abuse: "Ok" and "Not Ok Touches" -Bathing Suit used to explain Private Parts,  
Recognizing Secrets - Safe and Unsafe Secrets, What is a Stranger? (Safe vs Unsafe Strangers), Shout,  
Run, Tell if you are in danger

Teeth: Oral Hygiene

### Grades 3-5 Health Curriculum

Social Emotional Lessons: Emotional Intelligence, Controlling Emotions/Breathe, Think,  
Act, Respect, Self Confidence (Power of the Word "Yet"), Stress and how to manage  
it

Child Abuse: Private Parts, Recognizing Safe/Unsafe Secrets, Personal Space, Trusted  
Adult, Stranger Safety and Lures, Tell them to Stop, Doesn't Matter Who It Is with  
unsafe touches, Physical Abuse and Who to Report it to

Home Alone Safety and Scenarios:

Grade 3 - Rules for home alone and calling 911

Grade 4 - Design a poster Knows and Nos

Internet: Internet Safety, Internet Etiquette (Cyber Bullying)

Wellness:

(HIV & AIDS)- Grade 3 & 5 How Germs Enter the Body, How Germs Spread, Immune System, Virus & Bacteria HIV & AIDS (Basic in 3rd Grade- Blood to Blood, Dirty Needles) (5th Grade - More Details - Blood to Blood, Dirty Needles, Mother to Child, Sexual Contact)

Nutrition- Food Plate, 5 Nutrients and their jobs, Digestion System  
Grade 4 - Reading food labels (determining healthy vs unhealthy choices)

Drugs- (Legal and Illegal), Alcohol, Tobacco, & Vaping

4th Grade Growth and Development-  
*(Boys and Girls instructed separately)* Basics about Puberty, Hormones, Body Growth  
*(Boys and Girls instructed separately)* Hygiene

5th Grade Growth and Development-  
Body Development *(Boys and Girls instructed separately)*  
Day 1 - View the - Always Changing and Growing Up Video  
Day 2 - Discussion on Body Growth and Development

\*All material is taught with professionalism and sensitivity. It is the parent/guardian responsibility to contact Mr. Koszuta if you do not want your child to participate in this unit.

## Health Office Services

Contact for the school nurse is: **Mrs. Liberti, School Nurse: 716-646-3240, [dliberti@hcsdk12.org](mailto:dliberti@hcsdk12.org)**

If reporting to the school to pick up a sick child, you must enter through the main doors and report to the building entry monitor. Please be prepared to show your government issued photo identification at the door.

The health of a child is the responsibility of the parents. However, the school plays a significant role in assisting parents with this responsibility. At Hamburg Central Schools, several health services are provided:

### Health Examination

1. New York State law requires a health examination for all students entering the school district for the first time and when entering Pre-K or K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> grade. The examination must be completed by a New York State licensed physician, physician assistant or nurse practitioner and on the [NYS Health Appraisal Form](#).

Physicals that are done by a New York State physician within twelve months of entering that grade satisfy this requirement. Please submit a physical examination to your school nurse within 30 days of the start of school. If your child has a physical examination scheduled after the first 30 days of school, please contact your school nurse with the date.

2. **Annual screenings**

Hearing (K, 1st, 3rd, 5th, and new entrants)  
Vision (K, 1st, 3rd, 5th, and new entrants)  
Color perception (New Entrants)  
Scoliosis – Grade 5 females only



**3. First Aid**

Accident and emergency treatment is limited to First Aid by school personnel at the time of the injury or illness. Further treatment is a parental responsibility.

**4. Medications**

Health care provider and parent permission is needed for all prescription and over the counter (OTC) medications used at school or school-sponsored activities. The medication must be brought to the Health Office by the parent in the original container and kept in the Health Office.

**5. Guidelines for keeping your child home from school**

You should not send your child to school if he/she has:

- fever in the past 24 hours
- vomiting in the past 24 hours
- diarrhea in the past 24 hours
- strep throat until on antibiotics for 24 hours
- bad cold, with a very runny nose, extremely congested, or a bad cough that would be disruptive, especially if it has kept the child awake at night.
- head lice until treated.
- pink eye until on antibiotic eye drops for 24 hours
- undiagnosed rash

**Reporting an Absence:**

Whenever a student is going to be absent or late, please call the Health Office at (716) 646-3242 by 9:45 AM. If you do not notify us, in the interest of safety for your child, the district will send out a robo call in an effort to determine the whereabouts of your child. You may call before school hours and leave a message on the voice mail if that is more convenient. An absence or tardiness excuse must accompany the student when she/he returns to school. An absence will become illegal if a written note is not sent in with the student. Children arriving to school after 9:05AM must be escorted into the building by the accompanying adult and signed into school. Please use the front entrance and be prepared to show government issued photo identification.

**Absences:**

Absences from school for vacation or other family outings without prior approval from the school will be treated by the school as an illegal absence. Students planning to go on vacation during scheduled school days must fill out a Vacation Form (available in the main office or on our website) at least two weeks prior to leaving on vacation. The student is responsible for making up the work within a reasonable period of time and submitting assignments, which may be used for grading purposes.

If your child is absent from school and you would like to pick up work or have it sent home with a sibling, please call the office as early as possible in the morning to make this request. Homework to be picked up will not be ready until after 3:20PM, provided sufficient notice has been given.

An absence where no excuse note is sent in within ten school days also becomes an illegal absence.

**Leaving School Early**

When a student needs to leave school early for an appointment, please send a note in with your child to be turned in to their teacher in the morning. Upon your arrival, your child will be sent to the Main Office. You are required to show government-issued identification at the door and must sign your child out. If your child will be returning to school after an appointment, please escort them back into the building upon your return and sign them back into school.

## Lost and Found

If an item is lost at school, please check with the main office to see if it has been turned in. To assist with reuniting students with their belongings, we encourage labeling student's clothing and belongings.

## Lunch and Breakfast Program

Hamburg Central Schools Food and Nutrition Services offer healthy breakfasts and lunches every school day for all students. Breakfast is available at 8:50 AM.

Meal prices are set annually by the Board of Education and school meals are priced as a unit. For the 2022-2023 school year, the cost for breakfast is \$1.75 and lunch can be purchased for \$2.50.

"Offer-versus-serve" is a term which describes the fact that although five component parts are offered on a lunch daily, the student may elect to take only three or four of those items. This eliminates waste while giving the student choices. A free or reduced meal must include at least three components or the student must pay the ala carte price for the items they do take. One item of the three required components must be a half cup serving of fruit or vegetable. Milk is an option for the reimbursable meal. Students taking milk only will be charged for it. Not all options are listed on the menu. The Food Service staff provides a wide assortment of fruits and vegetables daily so students can choose something they enjoy.

### School Meals Applications:

The application for free/reduced-price meals will be sent via Operoo. Apply online at MySchoolApps.com from any internet ready device! Only one application for each family is required. June's eligibility carries forward into the new school year; however, a new application must be received by October 1 to ensure processing before the grace period expires in mid-October. On the 31st operating day of the school year, all students without approved applications on file will have to pay full price until an approved application is received.

All students wishing to get lunch at school, go through the lunch line and give their name to the cashier. Every student that comes into the lunch lines will be served the meal of their choice.

Please return the application or submit an electronic application online at MySchoolApps.com as soon as possible. Refer to the Application Fact Sheet on our website, [www.HamburgChildNutrition.com](http://www.HamburgChildNutrition.com), or call Food and Nutrition Services at 716-646-3250 ext. 5005 for assistance in filling out the application.

*District funding for student programs, not just free/reduced meals, is determined by the results of all applications received. To maximize funding, we must maximize the number of school meals applications. Please, unless you are absolutely positive your family does not qualify for free/reduced meals, submit an application. Applications and results are kept confidential.*

Parents need to return a signed consent form for individual eligibility status to be shared. Consent forms are available on the Food and Nutrition Services website [www.HamburgChildNutrition.com](http://www.HamburgChildNutrition.com).

Parents and guardians that receive a letter in late August from the Food Service Department stating that their children have been directly certified for free meals through NYS *do not* have to fill out an application. Benefits extend to all students that reside in the household. Nothing else is needed for the year unless all children are not listed on the letter. Please call Food and Nutrition Services at 646-3250 ext. 5005 to add students missing from the letter.

### Pre-payment for meals:

It is highly encouraged that parents/guardians keep money in student lunch accounts to keep lunch lines moving as quickly as possible. This also eliminates the need for your child(ren) to carry money to school. You may either pay with cash, write a check payable to *Hamburg School Lunch Fund*, or you may pay online by creating an account at [MYSCHOOLBUCKS.com](http://MYSCHOOLBUCKS.com). If paying with cash or check, please place your payment in an envelope and label it with your child's name and the teacher's name. Your child's teacher will then collect the money and forward it to our food service. The cafeteria does not accept cash

or checks during lunches. Parents/guardians will receive robo calls, texts, emails and/or letters when accounts have a negative balance. All student charges are the parent's responsibility to pay and we ask that any charges be paid as soon as possible.

### **Field Trip Lunches:**

Bag lunches are available from the cafeteria for field trips. This also includes pre-paid, free, or reduced lunches. For field trips that include lunch away from the school building, the option to purchase a bag lunch from the cafeteria will be included in the field trip information that is sent home.

### **Food Sharing in Elementary Schools During the School Day**

Hamburg CSD Board of Education acknowledges the need to protect the health and well-being of our students.

For health and safety reasons, home prepared or home wrapped foods will not be accepted in elementary schools for classroom parties or any other special activity during the school day.

NYSED defines the school day as midnight until 30 minutes after the last bell.

In the event that food items are requested from home, the follow criteria apply:

- All food items brought in to be shared in elementary schools must be individually wrapped and labeled by the manufacturer with Ingredient and Nutrition Information. .
- Items that do meet the above criteria will not be shared.
- Due to the special needs of a classroom, teachers may provide a more detailed list of acceptable items for parents to follow.

This policy excludes the School Meals Program and activities/events that are part of the District Farm to School and School Gardens curriculum.

## **Music Program**

Students participate in music instruction at least one time in each six-day cycle. Level 3-5 students also participate in chorus. Also included in our music program are:

- Musicals: Musicals will be performed at select grade levels.
- Level 5 Chorus: Students participate as part of the Level 5 Music Curriculum. Select students may have the opportunity to participate in the Erie County Music Festival in March.
- Instrumental Music: Instrumental music is offered to interested students in Levels 4 and 5. At the third grade level, the groups of instruments (string, woodwind, brass, and percussion) are discussed and demonstrated. Instrumental students in Levels 4 and 5 take group lessons, which are held once a week, and participate in band or orchestra rehearsals. School concerts take place throughout the year, with exact dates being shared with parents at the start of the school year. Selected students who demonstrate exceptional talent have an opportunity to audition for ECMEA and NYSSMA Solo Festivals, with the possibility of performing in an All County group at Kleinhans Music Hall.
- Showcase Concert: Fifth grade band members combine with fifth grade band members from throughout the district and perform a concert with the sixth grade band.
- Fiddle Fest: Students involved in both the beginning and intermediate orchestras also perform in the district-wide Fiddle Fest. This concert involves all string students in grades 4 through 12, playing fiddle tunes and pop music.

## **New Students**

All new students should be registered through our Central Registrar at the district office. Students registering over the summer will receive their teacher assignment during the month of August. They will also be invited to attend an orientation session before the beginning of the school year.

## **No Smoking/Vaping Policy**

Smoking/Vaping is prohibited in all school buildings and on all school grounds. This applies also to participants in the afternoon and evening Adult Continuing Education Program, as well as to any organizations utilizing the school buildings and/or grounds.

## **Peanut/Nut-Free Classrooms**

Because we have students with nut allergies, some classrooms will be designated "peanut/nut free." The classroom teacher will provide information to you regarding the need to modify snacks your child brings into the classroom. We appreciate your support as we strive to maintain the standard to keep our students healthy.

## **Photographing Students and Other Public Information**

Hamburg Central wants to share its good news with the community. In the interest of promoting students' achievements, announcing programs or publicizing school activities, the district may disclose certain information about a student to the local news media or use it in district-sponsored publications, the district website, social media and displays without prior parent consent, as allowed under the federal Family Educational Right and Privacy Act (FERPA).

This includes the following "directory information" about a student: name, address, telephone number, electronic mail address; date of birth; enrollment status; grade level and major field of study; participation in school clubs, activities, sports; weight & height for members of athletic teams; dates of attendance; honors, degrees, and awards received; photo; most recent previous educational institution or agency attended.

Parents/guardians have the right under FERPA to refuse to allow the release of any of the above information about a student. However, they must notify the district in writing, stating which items are not to be released. An opt-out form pertaining to the district website only is available at [hamburgschools.org](http://hamburgschools.org). All opt-out notifications should be sent to the main office the first week of the school year.

## **Physical Education**

Students participate three times each six-day cycle in a comprehensive, integrative Physical Education program with the goals being to develop the psychomotor (physical and motor skills), cognitive (understanding and following the rules), and affective (cooperation and effort) domains of each child. Physical Education grades reflect a student's physical fitness level, skill development, preparedness for class, and effort/behavior.

All students should come to school on the days they will participate in Physical Education class dressed in comfortable clothing that allows them to participate in physical activity. Please keep in mind that during Physical Education class, students will be actively moving and some activities involve spending time on the floor. Students must wear sneakers to Physical Education class.

Due to safety concerns, the following items will not be permitted:

- Jewelry (watches, earrings, rings, necklaces)
- Sandals, crocs, or flip flops
- Shorts with pockets, belt loops, or buttons
- Gum and candy

The Presidential Physical Fitness test is administered in the fall and spring. The test consists of items designed to assess muscular strength, endurance, flexibility, and cardio-respiratory endurance. Fitness reports are sent home indicating each student's results following each testing period.

## **Playground**

Students must wear sneakers on the playground. For the safety of our students, flip flops and sandals are not permitted on the playground. Children enjoy outdoor recess each day, unless temperatures or precipitation do not permit, so please dress your child for the weather and in clothing/footwear that allows them to play outdoors.

## **Report Cards/Progress Reports**

Student Report Cards are issued three times per school year during the months of December, March and June. Report Cards can be accessed via the Parent Portal.

## **Parent-Teacher-Student-Association (PTSA)**

The Parent-Teacher-Student Association (PTSA) is a very active and supportive group, and sponsors many school and family activities throughout the year. Parents are encouraged to join and take an active role in the BVS PTSA. It is so easy to do! Monthly meetings and volunteering for various activities are the best ways to get involved in PTSA, and to become a part of your child's elementary school years. Information regarding how to join PTSA will be shared at school events, the BVS Website, and the BVS Bulldog Buzz Newsletter.

## **Resolving Concerns**

Concerns by a parent or resident can best be addressed at the level most directly tied to the concern. If a parent has a concern with a teacher, the parent should contact the teacher at the school. If the concern is not resolved, then the building principal should be contacted. If not resolved at that level, the Superintendent should be contacted. If not resolved at that level, the issue may be presented in writing to the Board of Education.

## **School Closings**

Occasionally school is closed due to poor weather conditions or extenuating circumstances. A School Messenger call will be sent to the primary number we have for your family in our system. Also, local radio and TV stations, including their websites, will announce the closing of "Hamburg Central Schools."

We often get calls asking us if we are releasing the students early when the weather gets bad and students are already in school. It is rare that Hamburg Schools would release its students early. If the need should ever arise for an early dismissal, parents would be notified via our automated calling system and it would be announced over the local radio and television stations with as much advance notice as possible so that parents can make necessary arrangements for their students early arrival home

## **Social Media**

The rise in awareness and access to social media among elementary school-aged students has led to an increase in the need for the school to intervene in difficult social interactions between students on their personal devices outside of school hours.

The district has provided a [Social Media Brochure](#) that assists parents in guiding their children with the use of social media. We are asking that you assist us in safeguarding our students by reviewing the brochure and the recommended resources to assist your child in navigating the complicated world of the Internet and social media. The brochure recommends ways to set limitations on time and access. The recommended resources can provide additional information about apps and monitoring your child's activity on his/her device.

## Student Gifts

Gifts sent in for students during the school day are highly discouraged and will not be sent to the classroom.

## Student Records

Parents wishing to review their child's records should contact the office for a form that is necessary for scheduling an appointment with an administrator.

## Support Services

### Student Support Team (SST)

At times, academic and/or behavioral concerns arise for a student. In the Hamburg Central School District, each school has a Student Support Team (SST) available to address these concerns. The idea behind the team is to provide a support structure of school personnel who will discuss concerns, develop recommendations, and monitor student progress. The team meets at the request of a teacher, parent, or administrator to discuss the specific concerns relating to a particular student. This approach helps to explore all possible approaches that will benefit the child. Our approach is to capitalize on a student's successes and then go to work on strategies to address the concerns.

### School Social Worker/ Counselor:

Counseling services are available to assist students who are struggling with issues that impact their ability to be successful in school. Parent/Family support is also offered, which can include referrals to appropriate agencies and other services in our community. More information about Social Work services can be obtained from the school office, classroom teacher, or from our Social Workers.

### Other Services:

Speech/Language, Occupational Therapy, and Physical Therapy are available to students in need of these services as determined by screening and evaluation procedures.

## Teacher Requests

Because the process of organizing classrooms for the next school year is a complex one, professional insights into the structure of an effective classroom need to take priority. We make a genuine effort to create well-balanced, heterogeneous classrooms. We respect the insight and professional judgment of our classroom teachers, who work with specific students on a daily basis and are in the best position to recognize the special needs of students as they move to the next level. While we look for insight from parents regarding their child's learning styles, we do not accept requests for specific teachers. Classrooms will be organized by grade level teachers, with input given by school professionals and coordinated by the building principal. Parents will be notified of their child's placement in late August.

## Updating the Office

At the start of the school year, please be sure to check and update your child's information in the Parent Portal. Please make any changes that have occurred since you last updated, including things such as different work and/or cell phone numbers, changes in your emergency contact, ect. Should changes occur during the school year, you can update your information in Parent Portal at any time. It is important to keep all of your contact information up-to-date so that we can contact you promptly if the need arises. If your address has changed, please contact Central Registration to inform the district.

## **Vandalism**

School district property represents a sizable investment by district taxpayers. All of us, students and adults, share a responsibility to protect school property. Residents are asked to report to the police any unusual activity on school sites during evenings and weekends. Prompt reports can help avoid costly damage.

## **Visiting the School**

Our Visitor Policy helps provide a safe learning environment for our students and fewer interruptions to classroom instruction. Cooperation is expected and appreciated. Visitors must show government-issued ID to sign in and obtain a visitor's pass from the main office whenever visiting any of the schools in the district during the day. All visitors must enter and exit through the main entrance of the school building.

## **Volunteers**

We warmly welcome parents, guardians, and grandparents to participate in your child's education. There is much research that shows that this involvement is critical to student success. Involvement may take many different forms, depending on the interests and schedules of those wishing to volunteer. Volunteer opportunities include volunteering in the classroom or with the PTSA.

Parents, guardians, and grandparents wishing to volunteer during the school day are asked to contact the main office for instructions on completing the School Volunteer process. This process includes online training and results in becoming a Board of Education Approved School Volunteer. Those wishing to volunteer do need to complete this process each school year. It is recommended that those wishing to volunteer complete the process as early in the school year as possible.