

BOLIVAR-RICHBURG

CENTRAL SCHOOL DISTRICT



September 2020

2020-2021 School Year Calendar

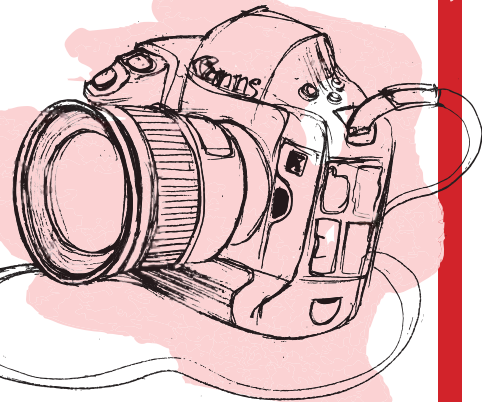
Aug. 25-26	Super. Conf. Days
Sept. 1-3	Super. Conf. Days
Sept. 4-7	Labor Day Weekend
Sept. 9	First Day of School
Oct. 2	Go Home Early Drill
Oct. 9	Students 1/2 day (AM), Superintendent's Day (PM)
Oct. 12	Columbus Day
Nov. 11	Veterans' Day (Observed)
Nov. 23-24	Parent/Teacher Conf. (no students)
Nov. 25-27	Thanksgiving Recess
Dec. 21-31	Christmas Recess
Jan. 1	New Year's Holiday
Jan. 15	Students 1/2 day (AM), Superintendent's Day (PM)
Jan. 18	Martin Luther King Jr. Day
Jan. 26-29	Regents Exams
Feb. 15-19	(President's Day) Mid-Winter Recess
Mar. 12	Students 1/2 day (AM), Superintendent's Day (PM)
Apr. 2-9	Spring Recess
Apr. 20-22	ELA Exams Grades 3-8
May 4-6	Math Exams Grades 3-8
May 14	Students 1/2 Day (AM), Superintendent's Day (PM)
May 18	Budget Vote Day
May 31	Memorial Day
June 7	Science Exam Grade 8
June 14-16	Regents Exams
June 23-24	Last Half Day (PK-6)
June 25	Last Day Teachers - Rating Day
June 27	Graduation Day



Picture Day!

The Elementary School will have their student picture day on October 19-20, 2020. The

Middle-High School will have their student pictures on September 14-15. Re-takes will be December 3, 2020 for both buildings. Normally, at the MS/HS, students have their pictures taken during their gym class period. Please have your order form and money on hand at the time/day of your picture being taken.



Welcome Back! First Day of School is Wednesday, September 9.

Message from the Superintendent

Dear Students, Parents, Faculty, Staff, and Members of the Bolivar-Richburg Community:

I normally would be writing a welcome back letter under regular circumstances but this year as we all know is different. No one would have expected that our closure in mid-March due to the COVID-19 pandemic would continue for the remainder of the 2019-20 school year. Everyone, most of all our families and teachers, did their best to figure out how to manage in a time of crisis, while doing our best to continue learning for our students.

People rose to every challenge and did so with the best of intentions. From teachers moving to remote learning, to counselors and administrators finding ways to celebrate our children at the end of the year, to the children who received meals on a daily basis—Bolivar-Richburg CSD stepped up and took care of our families and each other. Our families stepped up and managed a total disruption to life as we knew it. Although it was not always perfect, in the end people did their very best for our students.

As a school district, we learned some things and identified areas where we needed to change or improve. One of those areas was technology. This summer we have invested in additional devices to expand our 1:1 devices to include all students in grades 6-12. We also were able to repurpose devices for our elementary students, so that if the need should arise again more families and students will have access to a 1:1 device. Our faculty and staff have been busy taking professional development in the areas of technology, Microsoft Teams, and other approved learning platforms.

This is what we need to continue to do as we move forward in the 2020-21 school year. We must persevere. We must strive to do more for our children. We must continue learning for our students and maximize every opportunity available. We must take recommended precautions in the hope that we can resume school as it once was, only better. I envision a return in which we all have more love and respect and empathy for each other, one in which we judge less and work harder to support our families and our colleagues. Most importantly, I want all of our children, staff and families to be healthy and safe.

“Normal” is such a simple word and it is our goal at Bolivar-Richburg Central Schools to not only find our new normal, but to use this time as a learning experience that will forever impact the learning environment of Bolivar-Richburg Central Schools. Every day there will be new types of learning experiences your child will encounter and much of what is learned will continue to be used in the future. Our fall may not be “normal,” but our learning will not only continue, it will thrive. We can’t wait to move on to the next phase of learning under Covid-19 and we know all returning and new students to Bolivar-Richburg Central Schools will be welcomed with open arms (from 6 feet away) to our community—we will continue to grow!

We will be welcoming our first students back to our school buildings on Wednesday, September 9th with a staggered student start to the school year.

Students will attend the first week on the following days: *(Shown in the next column).*



Wednesday, September 9, 2020	
Jr./Sr. High Attending: <ul style="list-style-type: none"> Self-Contained Special Education Classes (In-District & BOCES) CTE BOCES students Virtual Learning Day: <ul style="list-style-type: none"> Group A & B 	Elementary Building Attending: <ul style="list-style-type: none"> Grades Pre-K – 2nd Self-Contained Special Education Classes (In-District & BOCES)
Thursday, September 10, 2020	
Jr./Sr. High Attending: <ul style="list-style-type: none"> Group A Self-Contained Special Education Classes (In-District & BOCES) CTE BOCES students Virtual Learning Day: <ul style="list-style-type: none"> Group B 	Elementary Building Attending: <ul style="list-style-type: none"> Grades 3rd – 5th Self-Contained Special Education Classes (In-District & BOCES)
Friday, September 11, 2020	
Jr./Sr. High Attending: <ul style="list-style-type: none"> Group B Self-Contained Special Education Classes (In-District & BOCES) CTE BOCES students Virtual Learning Day: <ul style="list-style-type: none"> Group B 	Elementary Building Attending: <ul style="list-style-type: none"> Grades Pre-K – 5th Self-Contained Special Education Classes (In-District & BOCES)

This will help students and teachers to adjust to our new procedures and classrooms safely. All students and staff must wear a mask while in the school buildings and on the bus. We will be taking your child’s temperature at the bus stop if they ride the bus or at the school if you drop them off. This is for everyone’s safety. I need to be able to tell any parent that we are doing all that we can to keep their child safe. That is what I would expect as a parent and I am going to do whatever is necessary to keep your child safe while they are in school.

Yes, school may not be “normal,” and pieces will be different, but we are committed to maintaining a positive school culture while implementing the necessary safety procedures. The safety of our students, faculty, staff, administration, and community is our utmost concern. We are looking to all involved and counting on you to help us open safely, and remain open.

We are asking the following of families:

- Before school begins, have your child wear a face covering at home or in the community to help him or her become comfortable in it. Help them understand that wearing a mask is important.
- Please stress and practice the importance of proper hand hygiene.
- Social distancing is required. Talk about what six feet apart looks like, especially with our youngest students.

- Check your child’s wellness every morning and do not send your child to school if they have a fever or are feeling sick.
- Complete and return the required screening questions that will be sent home weekly.
- Our children take their cues from us. If we exhibit a positive attitude and confidence, your child will feel good about the return to school. Likewise, if you exhibit your own feelings of worry and fear, you will likely raise a fearful child.
- If you have any questions or concerns, please do not hesitate to reach out to us. We want to hear from you. Communication is the key to a successful school year.

I want to take this opportunity to recognize the difficult decisions parents had to make with regard to this school year. No matter what model you selected for your child’s learning, whether it is in-person, hybrid, 100% virtual, or home-school; we will be here to support your decision and your child’s learning. I “Thank You” for your trust in me and the entire faculty and staff. We will do everything possible to make sure your child feels safe and loved every day they are with us.

If you have any questions or concerns, please reach out to your child’s building principal or call me directly at (585) 928-2937. I want to thank you for your continued support of our efforts on behalf of your children.



Board of Education & B-R.C.S. Personnel • 2020-21

Board of Education:

Auman, Jude	Member, 2023
Baldwin, Erin	President, 2021
Bell, Jarrod	Member, 2023
Doane, Kami	Member, 2022
Iantorno, Heather	Vice-President, 2021
McDonnell, Amanda	Member, 2022
McLaughlin, Jody	Member, 2021

Administration:

Bokman, Susan	Director of Special Education
Davison, Daniel	Director of Educational Technology & Information Systems
McLaughlin, Andrea	Elementary Principal
Quartley, Daniel	Secondary Principal
Retzlaff, Michael	Superintendent of Schools
Rose, Jessica	Director of Curriculum--BOCES
Snyder, Mary	Assistant Principal
Woodhead, Kristin	School Business Manager

Faculty:

Abrams, Katherine	Social Studies HS
Allen, Casey	Physical Education/Health
Allen, Dustin	English/Literacy 6/Athletic Dir.
Anastasia, Amy	English 10/12
Auman, Amanda	Physical Education
Baldwin, Eric	Social Studies MS
Bess, Brock	Special Education
Bogey, Andrew	Computer Technology
Britt, Julie	Remedial Reading
Britt, Ryan	Social Studies HS
Brown, Gerald	Art
Scholla, Tanya	Speech Therapist
Butler, Ryan	Grade 3
Cady, Carolyn	Business
Castle, Lisa	Math
Childs, Sherry	Special Education
Clayson, Brandon	Special Education
Cowburn, Kim	Social Worker
Crandall-Bean, Christy	Guidance Counselor HS
Crane, Susan	Band
Bentley, Kristin	Grade 1
Dahill, Lyndsey	Grade 5
Dempsey, Kathryn	Reading
Donahue, Deb	English 11/12
Durrow, Kristen	Special Education
Elliott, Demi	Special Education
Emery, Mark	Physical Education
Eshelman, Pat	Living Environment
Evens, Denise	Special Education
Ferris, Heather	Remedial Reading
Fleming, Gisela	Teacher Assistant
Freer, Janelle	Grade 3
Geiger, Jonnie	Occupational Therapist
George, Stephen	Physical Education
Glover, Elizabeth	Pre-Kindergarten
Harper, Kathleen	Special Education
Higley, Cynthia	Special Education
Hillman, Hannah	Grade 4
Howard, Tasha	Teacher Assistant
Jacoby, Nicole	Math JS/HS
Johnson, Jacklyn	Pre-Kindergarten
Jones, Amy	Psychologist--BOCES
Jones, Jennifer	Teacher Assistant
Joyce, Elizabeth	Literacy
Keir, Christopher	Music
Kinnicutt, George	Technology
Kottwitz, David	Social Studies 10/12
Lasnick, Brandi	Spanish
Livingston, Gina	Grade 2
Loucks, Tina	Teacher Assistant
Lovell, Brooke	Special Education
Sharpe, Rachelle	Grade 4
Mallery, Stephanie	Grade 1

Mapes, Caroline	Family and Consumer Science
Margeson, Jeff	Art
Margeson, Kari	Special Education
Gerard, Gina	Grade 2
McDonnell, William	Math
Miller, Jennifer	Orchestral Music
Mitchell, Meghan	Pre-Kindergarten
Morris, Claire	Art
Morris, Matt	Music/Band
Moskeland, Joanna	Speech
Hackett, Katie	Kindergarten
Swetland, Brooke	Kindergarten
Oberst, Ray	Grade 3
Payne, Paige	Kindergarten
Perrin, Rebekah	Grade 2
Perry, Kimberly	Grade 4
Pettit, James	Special Education HS
Poorman, Gloria	Math 6/7
Pruch, David	Grade 5
Renyck, Heather	Earth Science
Sahm, Greg	Chemistry/Physics
Schena, Mary	Special Education HS
Schryver, Angela	Guidance Counselor Elementary
Scott, Sally	Remedial Reading
Scoville, Leah	Grade 2
Scribner, Michelle	Special Education
Smith, Dawn	Grade 5
Smith, Rebecca	Spanish JS/HS
Smith, Steve	Social Studies/Science 6
Swartwout, Charanna	Guidance Counselor MS
Thomas, Justin	English 9/10
Thornton, Shane	Science 7/8
VanDeusen, Karie	Grade 1
Walters, Susan	Remedial Math Elementary
McClellan, Carol	Remedial Math Elementary
Werner, Margaret	Librarian
Wilkerson, Kaisy	English 7/8
Windus, Jessica	Kindergarten
Windus, Michele	Math
Zilker, Michael	Physical Education

BOCES Faculty:

Allen, Colby	Computer Technician
Bevacqua, Jim	Computer Technician
Chase, Derek	Computer Technician
Pulkowsky, Jim	Computer Technician

Non-Instructional Staff

Aides: Deb Adams, Sarah Crump, Charlene Davison, Alice Hackett, Denise Kasperski, Liz Liller, Patricia Pettit, Julie Ratzel, Melissa Sahm, Marcia Metz, Deb Sexton, JoEllen Sisson, Susan Karnuth, Emily Nease, Teresa Gaston, Kristen Taylor

Cafeteria: Tracie Middleton (Manager), Sarah Cutler, Sherry Blauvelt, Linda Perrin, Jessica Proper, Karen Proper, Vicki Simard, Kerry Garrey, Kelly Walp, Maria Wise

Maintenance: Randy Harmon (Superintendent of Buildings & Grounds), Joe Bell, Kevin Dent, Kim Doane, Joe McDonald, Kristen McDonald, Vicki Simard, Matt Geisel, Theresa Walsh, Robert Weber, JaJeanna White, Mary Willover, Charlie Winchell

Nurses: Sara Johnson, Stephanie Pierce

Offices: Connie Emery, Tricia Root, Alisha Hackett, Chris McPherson, Amy Ratzel, Sue Slocum, Deb Sisson, Diane Sortore, Megan Saunders, Tonia Childs

Transportation: Ann Feuchter (Supervisor), Jeff Barnes, John Barr, Cathy Dewe, Wally Dillon, Les Greene, Terri Kirnan, Terrie Morrison, Lynn Pinney, Terry Tarr, Lisa Taylor, Bruce Weber, Jim White, Randy White, Charles Winchell, Paula Whitney. **Attendants:** Lynn Davis, Nicolle Metz, Phyllis Barber, Steve Childs, Maxine Ordway, Amber Wade, Sherry Blauvelt, Tonia Childs, Sara Crump, Alice Hackett, Denise Kasperski, Liz Liller, Marcia Metz, Julie Ratzel



Alumni Success

Shanon Harmon grew up in Bolivar, NY with his parents Randy and Lorraine Harmon and brother, Sheldon. Shanon graduated from Bolivar-Richburg Central School as an Eagle Scout and as the Salutatorian of his Class of 2004. During his salutatorian speech, he left his class with the goal to explore the world outside of their hometown, but to come back and visit. Shanon has done just that!

Shanon completed his Doctor of Philosophy in Business Psychology at The Chicago School of Professional Psychology (TCSPP) in Los Angeles, with Academic Distinction (4.0 GPA) in March 2020. Shanon also has two Master of Arts degrees: Industrial and Organizational Psychology (TCSPP) and Clinical Psychology from Edinboro University of Pennsylvania. Shanon started his college education at Elmira College on the Salutatorian award and completed a Bachelor of Arts in both Biology and Psychology. Shanon received first place recognition in this year's Southern California Virtual Graduate Research Forum. Shanon's dissertation will be featured in the National Graduate Research Forum.

Shanon Harmon is a Senior Advisor in the Business Readiness Department at Southern California Edison, where he leads organizational business readiness activities for transformation initiatives ensuring all people-related change activities are coordinated and executed properly. He also develops and executes organizational change management plans, business process implementation, technology deployment, communication, and training.

In addition, Shanon is an Adjunct Assistant Professor at The Chicago School of Professional Psychology where he educates students in the Ph.D. in Business Psychology, Ph.D. in Organizational Leadership, and M.A. in Industrial and Organizational Psychology Programs.

Shannon recently received the Jack K. Horton Humanitarian Award in February 2020, which honors employees of Edison International and its subsidiaries who distinguish themselves by acts of exceptional courage, self-sacrifice, initiative, and resourcefulness in an emergency situation, on or off the job, or who performs other exceptionally noteworthy humanitarian acts.

Shanon enjoys all sorts of challenges. He has completed two Ironman events: one in the Woodlands, Texas and the other in Santa Rosa, CA. He has hiked Mt. Whitney and traveled to Bali, Indonesia and New Zealand this past year. Shanon is also a Distinguished Toastmasters (DTM) in Toastmasters International.

Shanon visits his family two to four times a year. He enjoys visiting with family and it always makes his day when he sees his classmates. For all of Shanon's high school and college classmates, when you visit the Los Angeles area, give him a call. He enjoys lots of conversation and being a tour guide.



Elementary News

Who Do I See For?

(Elementary Building, Grades PreK-5)

Attendance (excuses/tardies)	Mrs. Root/Ms. Ratzel
Cafeteria (reduced/free lunch)	Mrs. Middleton
Health concerns.....	Mrs. Pierce
Help with a personal problem	Guidance Counselor, Psychologist, Administrators, Teachers
Library/Media	Mrs. Werner
Lost/stolen articles	Mrs. Pierce
Student concerns	Classroom Teacher
Transportation	Mrs. Feuchter
Use of building.....	Mrs. McLaughlin

Cafeteria Rules

1. Stay in your seats.
2. Keep your hands and feet to yourself.
3. Do not throw food or touch the food of others.
4. Talk rather than yell to the children sitting near you.
5. Listen and obey the cafeteria monitors.

Looking for Something to Do...

Consider donating some of your time volunteering in the elementary building. If you are interested, contact the elementary office at 928-2882 for information.

Thank you. ☺

PreK-5 Physical Education News

We hope that everyone has been having an active and fun summer! With school quickly approaching, we would like to remind you that all students need sneakers for PE class. Wearing sneakers is important for the safety of your child. We also ask for your help in teaching your child how to tie his/her sneakers. This necessary skill not only helps your child build confidence, but allows for more time to be active. We look forward to a fun and exciting year in PE.



Pre-K News

Welcome to Pre-K. We are excited about the opportunity to serve your child in our pre-kindergarten education program! Entering Pre-K is a big step in your child's life. It's an adventure for your child as well as for the entire family. We want this pre-k experience to be enjoyable and successful in every way!

Educating your child must be a collaborative effort between you and your child's teachers. No one group will be as effective without the help of the other. If we work together, your child will be prepared for success in kindergarten and beyond.

You can help develop the skills and characteristics your child will need by working with him or her at home. Following are just a few sample activities you can share with your child:

- Do simple household tasks with your child (set the table, fold towels, put toys away, match socks, etc...)
- Read with your child every day. Encourage him/her to read along with you and retell the stories.
- Talk about connections between your child's personal experiences and events and objects in books you read.
- Take your child to the local library regularly.
- Encourage your child to retell experiences and describe ideas and events that are important to him/her.
- Encourage your child to scribble, draw, and paint. Organize a space in your home where your child is able to use markers, scissors, crayons, and playdoh.
- Play with your child. Talk about what they are doing. Count and use numbers as you play together.
- Encourage your child to play outdoors as often as possible. Less TV and more physical activity will benefit your child's health and growth.

As the new school year begins, we wish our kindergarten friends an exciting and successful year!

The Bolivar-Richburg Pre-K Staff

Here Comes Kindergarten!

School is almost here, and we are looking forward to an exciting school year! We have a lot of fun things planned this year. We are going to start the year off learning about nursery rhymes and the five senses! We will also be having our first field trip this fall, be on the lookout for more information when that gets closer. We hope you all had an exciting and fun summer! We can't wait to hear all about it! If you had trouble getting any of the school supplies, please let us know. Enjoy the last couple of weeks of summer break!

See you all in September!

*Your Kindergarten Team,
Mrs. Bell, Miss Hackett, Miss Payne and Miss Swetland*

Attendance Procedures K-5

1. The grades PreK-5 attendance will be recorded by each teacher using PowerSchool.
2. Absence: All students who were absent or tardy from school MUST submit a written excuse upon their return. These excuses are to be sent to the main office. Include the child's name and date of absence, the reason for absence or tardiness and parent signature.
3. Lateness: When tardy to school, a student must get an Admission Slip upon arrival from the main office secretary. This slip must be given to his/her teacher. Announcements will begin at 8:00 a.m. Students should be in their home room prior to announcements to be considered on time.
4. Parents are asked to call by 8:10 a.m. if their children will not be attending school.
5. Excused and Unexcused Absences:

Absences from school which are considered excused include:

- Personal illness
- Death in the family
- Medical appointments
- Dental appointments
- Impassable roads
- Weather conditions
- Religious observance
- Required to be in court
- Quarantine
- Music lessons
- Attendance at health clinics
- Educational trip
- Planned evidence of an acceptable educational experience
- Administrative approval / emergency situations – covers unexpected events which keep a student from attendance. Such cases will be considered individually by the principal or his designee.

Absences from school which are considered unexcused include:

- Visiting family, friends, etc.
- Hair cut
- Overslept
- Babysitting
- Needed at home
- Trip with or without parents – recreational purposes
Because vacation periods are provided within the school calendar, trips taken at other times during the school year will be considered unexcused absences.
- Truancy

For items not contained within the lists of excused and unexcused absences, the principal or his designee will determine if the absence is excused or unexcused.

*Meet Your Teacher Night at
B-R Elementary School*

Families will be notified at a later date.





Important Messages to Parents

- When dropping off or picking up your child(ren) at the elementary building, please use **Richardson Avenue** for this purpose. **Please do not drop off or pick up students on Griffin Street or Park Row Street** as this causes a safety issue with the buses.
- We encourage parents to walk their children to their classrooms for the first week of school, Sept. 1-3. Beginning Sept. 7, please allow your child to walk to their classroom on their own. There will be monitors in the hallways to help, if needed.
- **Any change from your child's normal dismissal procedure requires a written note.** In the case of an emergency, if your child needs to ride a different bus or get off at a different stop, **a written request must be submitted to the school office.**
- The request should contain the date, your child's first and last name, the name and address of where he/she will be going, the number of the bus he/she normally rides and must be signed by a parent or legal guardian.
- If you need to pick up your child instead of him/her riding the bus home, a written note or a telephone call **prior to Noon** is required.
- If you have a long-term need for a change in your child's scheduled transportation, please contact the bus garage at 585-928-2564.

We appreciate your cooperation with these requests.

Permission for Student Pictures



During the school year, your child participates in many activities in the elementary school, such as concerts, plays, assemblies, field day and many others. From time to time, we take pictures of these events and have them published in our newsletter or in the local newspapers. The children enjoy seeing their pictures in the newsletter or newspaper. If for some reason you would prefer **not** to have your child's picture in them, please send a note to that effect to Mrs. Sortore, secretary in the elementary office. Thank you for your cooperation in this matter.

Middle/High School News

2020-2021 Bell Schedule

6-12 Bell Schedule	
Homeroom	8:02-8:05 a.m.
Period 1	8:05-8:46 a.m.
Period 2	8:49-9:30 a.m.
Period 3	9:33-10:14 a.m.
Period 4	10:17-10:58 a.m.
Period 5	11:01-11:42 a.m.
Period 6	11:45-12:26 p.m.
Period 7	12:29-1:10 p.m.
Period 8	1:13-1:54 p.m.
Period 9	1:57-2:37 p.m.
Advisement	2:42-3:07 p.m.

- Teachers report by 7:50 a.m. & dismiss at 3:10 p.m.
- Students may enter school at 7:55 a.m.
- Warning bell - 7:55 a.m.
- Students can enter CAFT for breakfast at 7:30 a.m. & can be released immediately off their buses for breakfast
- 41 minute periods & 3 minute passing time
- All students have a 41 minute lunch pd
- Advisement - 25 minutes (5 minutes in hall between period 9 and Advisement)
- AM BOCES bus leaves HS by 8:00 a.m. & returns to HS by 11:21 a.m.
- PM BOCES bus leaves 11:21 a.m. and returns at 3:00 p.m.
- DAILY SCHEDULE Grades 6-12
- No student should be in the building before 7:55 a.m. (cafeteria opens at 7:30 a.m.). Students are required to be in their first period class at the 8:02 a.m. bell.

Middle/High School Attendance Office Welcomes You Back

Welcome back everyone. Another year has gone by and the beginning of the school year 2020-21 is approaching rapidly. I hope everyone had a good summer.

There have been a few changes in the attendance policy, so please read the Comprehensive Attendance Policy located in the Code of Conduct in this newsletter. If you have had any changes made with addresses, phone numbers, parental work numbers, etc., within the last year, please call the Attendance Office, located in the Main Office, x2901. When students and parents enter to sign-in or out of the building for appointments, they must report to the Main Office located on the first floor. Please, have your child bring in an excuse to the Main Office before the start of the school day so we won't interrupt classes asking for their removal later in the day. If a student needs to drive to an appointment, please add that information to the excuse or he will not be excused. ALL students should bring back a doctor's excuse when attending an appointment, whether they are in a sport or not. Parents or guardians are the **ONLY** adults allowed to excuse a student unless otherwise noted on the excuse signed by the parent or guardian. A student who is 18 or

older IS NOT allowed to sign out of school without written parental permission for their appointment. If a student is absent due to illness, etc., a parent should send a written excuse the next day upon return to school. When a student plans to be absent due to a vacation, he/she **MUST** pick up a **Vacation Form** from the Main Office (vacations are NOT a legal excuse).

Everyone here at Bolivar-Richburg wants to encourage good attendance and good rapport with our parents and students regarding attendance. If you have any questions or concerns, please feel free to call me at 928-2561, extension 2901.

Thank you for your time and cooperation.

Ms. Ratzel
District Attendance Officer

Comprehensive Pupil Attendance *This refers to students in grades 6-12*

1. Attendance will be taken daily on a period-to-period basis and reported to the attendance office, Bolivar Main Office (6-12).
2. Excused Absences, Early Dismissal, and Tardiness – Pupil will be allowed to make up the classroom assignment in a timely fashion. It is understood that it is not the responsibility of the school or the individual teacher to ensure that missed work is made up. It is the responsibility of the individual student to make up the

missed work in a reasonable period of time, which is to be determined by the individual teacher. (Usually within one class day after return to school).

EXCUSED Absences, Tardies & Early Dismissals from school are:

- a. Legal appointments
- b. Educational activities sponsored by the school district
- c. Death of immediate family
- d. Medical illness – personal and/or family member
- e. Music lesson/rehearsal sponsored by the school district.
- f. Medical appointment
- g. Religious holiday
- h. Suspension – In-School Suspension (all students)
- i. Suspension – Out-of-School Suspension (compulsory age students)
- j. Military obligation
- k. Administrative approval/emergency situations – covers unexpected events which keep a student from attendance. The principal will consider such cases individually.
- l. Driver's License Test
- m. Bus late due to conditions beyond student's control
- n. Late with a pass issued by school personnel

This list is not exhaustive and administrative review will be the



final determinate in extenuating circumstances.

3. Unexcused Absences, Early Dismissal, and Tardiness – Student will be allowed to make-up the homework, classroom assignments, quizzes or exams; however, a penalty may be imposed by the teacher.

UNEXCUSED Absences, Tardies & Early Dismissals from school are:

- a. Babysitting
- b. Birthday
- c. Extra day before or after vacation
- d. Hunting/fishing
- e. Late with no pass
- f. Non-essential appointments
- g. Senior or any skip day
- h. Suspension – Out-of-school (student older than compulsory age)
- i. Transportation issue
- j. Truancy
- k. Vacation
- l. Overslept
- m. Work obligations

This list is not exhaustive and administrative review will be the final determinate in extenuating circumstances.

4. In the event of absenteeism, tardiness, or early dismissals, the following options are available to the administration (or designee):
- a. Phone call
 - b. Letters of course attendance
 - c. Referral to outside agencies
 - d. PINS (Person In Need of Supervision)
5. Attendance will be taken by period in each classroom and reported to the attendance office. In the event of chronic absenteeism, tardiness, or early dismissal, the following options are available to the administration:
- a. Referral to the guidance counselor
 - b. Letter sent to the parents concerning the absenteeism, tardiness, or early dismissal
 - c. Home visits made by school personnel
 - d. Referral to the school psychologist,
 - e. Parents and student requested to meet with the attendance committee. The attendance committee will consist of an administrator, teacher, guidance counselor, school nurse, and school psychologist
 - f. Person In Need of Supervision (PINS)
 - g. Disciplinary action
 - h. Referral to an outside agency

- i. Peer Counseling
- j. Suspension of extracurricular participation.

6. Once a student has been absent, excused or unexcused, for more than 20% of a given course, they will be required to make-up any missed assignments during a time assigned by the school.

These lists are not exhaustive and administrative review will be the final determinate in extenuating circumstances.

OTHER ATTENDANCE PROCEDURES:

- ✓ Parents are asked to call Bolivar Main Office (6-12) **by 8:00 AM** if their children will not be attending school. Please send in a written excuse explaining the reason for their absence upon their return to school.
- ✓ A class cut is an unauthorized absence from class when a student is not absent from school. A cut from a given class will result in administrative action. Chronic problems will result in parent notification, alternative post-school, and loss of privileges.
- ✓ Tardiness to school must be accounted for by a written excuse, signed by a parent or guardian, explaining the reason for the tardiness.

Chronic problems will be handled by the office. Anyone with an unexcused tardy three times in a semester will receive detention for each subsequent tardy. Anyone with an unexcused tardy more than ten times in a semester will receive an extended detention. Any unexcused tardy after 10:00 A.M. will receive an extended detention regardless of the number of times they have been tardy.

- ✓ Teachers are expected to handle tardiness to class to their own satisfaction. Should the problem continue, the administration will be involved for disciplinary action. The action will range from detention to eventual suspension should the tardiness continue.
- ✓ Any parent or guardian requesting the temporary absence of a student (medical appointment, etc., during the day) shall present a written request to the attendance office stating the reason for the absence. Students will be excused from school only in the custody of legal parents or guardians or other such persons designated in writing by the legal parent or guardian.
- ✓ Truancy is an illegal absence without authorization from home or school. Disciplinary action will result in detention or alternative post-school.

The Sentinel (Ms. Smith & Ms. Renyck)

Calling all future journalists, influencers, innovators, activists, gamers, politicians, engineers, scientists, and more!

Ms. Smith and Ms. Renyck are looking for ambitious and creative students who want to make a positive mark on BRCS by transforming our school newspaper into something that is digitally accessible, intelligent, and so captivating that the entire student body wants to read it! What better time for the evolution of The Sentinel? Look out, Washington Post! Step aside, New York Times! Here comes The BRCS Sentinel!

We are sure that many of you have great ideas for how this transformation should happen. We are asking that interested students who have a phone consult with your parents/guardians about adding the Remind app if you don't already have it. We started a BRCS Sentinel Remind group so that we can share ideas, get updates and reminders during the upcoming school year. Please have your parent/guardian email Ms. Renyck for the code so that you can join our Remind group for The Sentinel. Ms. Renyck's email: HRENYCK@bolivarrichburg.org

Hoping to see all of you soon. Stay well.

Ms. Smith & Ms. Renyck



Summary Code of Conduct (Edited Version) • 2020-21

Any Willful act, which disrupts the educational process, is prohibited.

Definitions

For purposes of this code, the following definitions apply.

Disruptive student – An elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.

District/School – means the Bolivar-Richburg School District

Parent – Parent, guardian, or person in parental relation to a student.

School Property – means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus (Education Law Section 11[1]).

School Function – means a school sponsored extracurricular event or activity (Education Law Section 11[2]).

Controlled Substance – means a drug or other substance identified in certain provisions of the Federal Controlled Substances Act.

Discrimination – means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Harassment/bullying – means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying as defined in Education Law §11(8), that either: (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being, including conduct, threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause emotional harm; or (b) reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for his or her physical safety. (c) Such definition shall include acts of harassment or bullying that occur: on school property, at a school function, or off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

Cyberbullying – means harassment/bullying, as defined above, through any form of electronic communication.

Violent Student – Student under the age of 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys school district property.

Weapon – A firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, live rounds / ammunition, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause physical injury or death.

Student Rights and Responsibilities

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/ gender identify, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity.

Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district

policies, rules and regulations dealing with student conduct.

3. Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible. Failure to do so could result in a loss of privileges.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

Student 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. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

Students will:

1. Dress in a manner that is safe, appropriate, and that will not disrupt or interfere with the educational process, or damage District property. Sunglasses should not be worn in any building.
2. Ensure that undergarments are completely covered with outer clothing.
3. Wear safe and functional footwear at all times.
4. Not wear hats, caps, hoods, or other head coverings in school or in the classrooms except for a medical or religious purpose, or on days designated by the District administration.
5. Not wear clothing that displays anything that is vulgar, obscene, libelous, or that denigrates others.
6. Not wear clothing that promotes or endorses the use of alcohol, tobacco, or illegal drugs, or that encourages other illegal or violent activities.

Each building principal or his/her designee



is responsible for informing all students and their parents of the student dress code at the beginning of the school year and of any revisions to the dress code made during the school year.

Students who violate the student dress code may be required to modify their appearance by covering or removing the offending item, if necessary or practical, and replacing it with an acceptable item. Any student who refuses to do so may be subject to discipline, up to and including a suspension for the day. Any student who repeatedly fails to comply with the dress code may be subject to further discipline, up to and including out-of-school suspension.

Prohibited Student Conduct

The District expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

Discipline should be self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Students who do not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action when they:

A. Engage in conduct that is disorderly.

Examples of disorderly conduct include, but are not limited to:

1. Fighting.
2. Making unreasonable noise.
3. Using language or gestures that are profane, lewd, vulgar, or abusive.
4. Engaging in any willful act which disrupts the normal operation of the school community.
5. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.
6. Running in hallways
7. Obstructing vehicular or pedestrian traffic.
8. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

B. Engage in conduct that is insubordinate or disruptive.

Examples of insubordinate or disruptive conduct include, but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students.
2. Demonstrating disrespect.
3. Being late for school, or missing or leaving school without permission.
4. Skipping assigned disciplinary sessions (e.g., detention).
5. Lying to District employees.
6. Unauthorized or inappropriate use of an

electronic device.

7. Misusing passes, including detouring to or remaining in an unauthorized location.

C. Engage in conduct that is disruptive.

Examples of disruptive conduct include, but are not limited to:

1. Committing or attempting to commit an act of violence upon any person lawfully on school property or at a school function.
2. Possessing a weapon. Only authorized law enforcement officials may have a weapon in their possession while on school property or at a school function.
3. Displaying what appears to be a weapon.
4. Threatening to use any weapon.
5. Intentionally damaging or destroying the personal property of any person lawfully on school property, including graffiti or arson.
6. Intentionally damaging or destroying District property.

D. Engage in conduct that endangers the safety, morals, health, or welfare of others

Examples of conduct include, but are not limited to:

1. Stealing the property of other students, District employees, or any other person lawfully on school property or attending a school function.
2. Harassment; bullying (including cyberbullying); intimidating; engaging in sexual misconduct; or discriminating by conduct, communication, threat, intimidation, or abuse on school property or at a school function.
3. Using vulgar, lewd, or abusive language; cursing; or swearing.
4. Possessing or using a cigarette, e-cigarette, vape, cigar, pipe, or chewing or smokeless tobacco, or any of its related paraphernalia.
5. Possessing, consuming, selling, distributing, using, sharing, or exchanging alcoholic beverages, illegal substances, lookalike substances, synthetic or designer drugs or substances, or any other substance that is intended to alter mood, or being under the influence of any of these items.
6. Inappropriately possessing, consuming, selling, distributing, using, exchanging, or sharing prescription or over-the-counter medication or drugs.
7. Lying to District employees.
8. Defaming others by making verbal or written statements or representations that are intended to or actually cause harm to another. This can include posting or publishing video, audio recordings, or pictures on social media.
9. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any District-sponsored activity, organization, club, or team.
10. Selling, using, distributing, sharing, or possessing obscene material.
11. Gambling.
12. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
13. Initiating a report warning or fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

E. Engage in misconduct while on a school bus.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting, harassment, and discrimination will not be tolerated. Furthermore, students are expected to adhere to all requirements of the Dignity Act while being transported on a school bus; students must not engage in harassment, bullying, cyberbullying, intimidation, or discrimination. Rules for riding the bus are contained in the school bus riders' manual.

F. Engage in any form of academic misconduct.

Examples of academic misconduct include, but are not limited to:

1. Plagiarism
2. Cheating
3. Copying
4. Altering records
5. Assisting another student in any of these actions.
6. Violating the District's acceptable use policy.
7. Forgery.

G. Engage in Cyberbullying.

Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, bullying, discriminating, teasing, intimidating, or threatening another student or District employee through any technological tool, such as sending or posting inappropriate or derogatory email messages, instant message, text messages, digital pictures or images, or website posting (including blogs) which have the effect of:

1. Physically, emotionally, or mentally harming a student.
2. Placing a student in reasonable fear of physical, emotional, or mental harm.
3. Placing a student in reasonable fear of damage to or loss of personal property,
4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
5. Creating or foreseeably creating a risk of substantial disruption within the school environment, where it is foreseeable that the off campus conduct, threats, communication, intimidation, or abuse might reach school property.
6. All forms of bullying are unacceptable and, to the extent that these actions are disruptive of the District's educational process, offenders will be subject to appropriate employee intervention, which may result in discipline. Complaints of bullying or cyberbullying will be investigated promptly, and corrective action will be taken when a complaint is verified. The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, or any other individuals who participated in the investigation of the cyberbullying complaint.

Electronic Devices

Students who bring electronic devices into the school building are to have them turned off upon entry into the building and put away until they exit the building. Should the use of personal electronic devices become necessary for instructional purposes, prior approval of the classroom teacher is required.



Approval from classroom teachers is required on a daily basis. Administrative action will be taken against students who violate this rule. Consequences for this type of violation will result in detention and/or the school administrator/employee confiscating the electronic device. Repeated violations will result in escalating consequences which could include in-school suspension and temporary confiscation of the electronic device. Devices which are frequently confiscated or cause a major disturbance, can be held by the school for an extended period of time.

While students may be permitted to possess such devices during the school day, they are prohibited from using them in any manner which invades the privacy of students, employees, volunteers or visitors. Students are not permitted to use any form of information technology including their own personal electronic devices, to intimidate, harass or threaten others. This type of harassment is generally referred to as cyberbullying. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the District Code of Conduct that may be applicable to the circumstances involved.

Electronic devices of any type may never be connected to district technology equipment such as a computer or projector without prior authorization from the technology coordinator. This includes items such as external hard drives, flash drives, or any device that can potentially transfer files into the network or single computer.

Parent and student communication should be kept to a minimum during the school day. In the event of an emergency, parents can contact the school to communicate with their child or a child can use the phone in the main office to contact a parent. Final decisions on communication are subject to the discretion of the school.

Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the building principal or designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the building principal, the principal's designee or the superintendent.

Any weapon, alcohol, or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

Disciplinary Penalties, Procedures & Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.

2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability.

Penalties

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. Penalties will be imposed by authorized school personnel as designed by School Education Law and consistent with the student's right to due process.

Examples of penalties are:

1. Oral warning
2. Written warning
3. Written notification to parent
4. Detention
5. Suspension from transportation
6. Suspension from field trips, social extracurricular activities or other privileges
7. In-School Suspension
8. Removal from classroom by teacher
9. Short-term (five days or less) suspension from school
10. Long-term (more than five days) suspension from school
11. Permanent suspension from school
12. Referral to outside agencies including, but not limited to, law enforcement, probation, and the courts.
13. Suspended students will be given an opportunity to return to school on the days of their suspension after regular school day to make up missed work.

Periods of Suspension

Students who bring weapons to school

Any student found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year.

Students who commit violent acts other than bringing a weapon to school.

Any student who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to penalties up to and including suspension from school.

Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for a minimum of two (2) days. For purposes of this code

of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester. If the proposed penalty is the minimum two-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum two-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The suspending authority has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the suspending authority may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Referrals

Students may be referred to a counselor, Family Court (PINS) or County Attorney for a juvenile delinquent proceeding as required by law.

Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the district will take immediate steps to provide alternative means of instruction for the student.

Student Lockers, Desks and other School Storage Places

Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

If you would like a full version, please contact the Main Office

Student Guidelines

Cafeteria

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered at a reasonable price.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.
4. No food or drink may be taken from the cafeteria.
5. Once a student is seated, they should not make excessive numbers of trips from their table.
6. Students who do not display proper behavior in the cafeteria will be subject to removal.

Library

Students are welcome to visit the Library Media Center to utilize its resources at any time that the



library is open.

In order to sign in to the Library Media Center during study hall or advisement, a student must be passing all of his or her classes. Student eligibility is updated in the LMC system every five weeks; students who regain privileges during the semester are required to provide documentation to the Librarian. To accommodate equitable access to LMC resources, exceptions to this policy may be made at the librarian's discretion.

During study hall periods, students will report to their scheduled classrooms and wait for dismissal to the library. Students are responsible for checking in at the circulation desk upon arrival.

Advisement passes may be checked out at any time during the school day for which the pass is to be used. Students must report to their advisement teachers with LMC passes before returning to the library.

Students who are returning/checking out materials are not required to hold library cards.

Dance Procedures

Bolivar-Richburg is very proud of the student body's positive attitude and appropriate conduct at school dances. Dances are considered an extracurricular activity sponsored by the school, and as such, all regulations pertaining to student conduct are in effect.

- Middle school dances (grades 6-8) are scheduled from 7:00-9:00 p.m.
- Grades 9-12 dance times are from 8:00-11:00 p.m. (Special dance times may vary and will be announced in school.)
- Generally, all dances will be held on Friday or Saturday evenings.

Students who leave dances early will not be allowed readmittance and must sign out when they leave.

In addition, the following rules apply:

1. Students must attend school the day of a dance (if a school day).
2. If a student leaves a dance, the student must also leave school grounds.
3. No one will be admitted during the final hour of either dance.

4. Admission is limited to students of Bolivar-Richburg Central School unless they are registered guests. A guest may register as follows:
 - a) Sign up as the host (B-R student) and sign up your guest (one host/one guest).
 - b) Sign up no later than one day prior to the date of the dance. The guest sign-up sheet will be in the main office.
 - c) The host student must accompany his/her guest to the dance in order for the guest to be admitted.
 - d) Any student bringing a guest is responsible for the conduct of the guest.
 - e) The guest must be under the age of twenty-one (21) for all regular dances.

Guidance

Guidance services are available for all students; grades K-5 Mrs. Schryver, grades 6-8, Ms. Swartwout, and grades 9-12, Mrs. Crandall-Bean. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he would like to discuss with the counselor.

Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

Health Services

If a student becomes ill in school, the student should report his/her illness to the teacher, who will notify the nurse. The teacher will allow the student to report to the nurse when the nurse is available. The nurse will decide what should be done. Students must not leave the building because of illness without authorization. If the nurse is not in, students are to report to the main office.

Honor Roll

The following requirements are in effect for the junior and senior high school honor rolls:

- **"High Honor"** roll - students achieving an average of 90% or better in their academic subjects.
- **"Honor"** roll - students achieving an average of

85%-90% in their academic subjects.

Students attaining these honor rolls will have their names posted in several display boards in the building as well as printed in the local newspaper. Two Academic Recognition Assemblies, grades 6-8 and grades 9-12, will be held in May of each school year. The most outstanding and most improved student in each subject area will receive a framed certificate. Any student who maintains a 95 or above average for the year will receive a "Superintendent's Scholar Certificate", and any student who maintains an average of 90-94 for the year will receive the "Principal's Scholar Certificate". Parents as well as students will be invited to attend these Academic Recognition Assemblies.

Textbooks

Each pupil will be responsible for his/her textbooks. All textbooks must be covered with a book cover at the beginning of the school year. Students will be required to pay for any lost or damaged textbooks.

Vehicles

Students who drive a motor vehicle to school must obey the following rules:

- Each student must register the vehicle each year and display the registration tag. The tag must be displayed in the rear window (not the side window). Registration forms may be obtained in the main office. School Street parking is for Seniors and Juniors only. All other student parking is in the stadium lot.
- Each student must park in assigned parking areas.
- Parking in a no-parking area is a direct violation.
- Violations, such as, speeding or careless driving on the school grounds and on streets bordering the school are not permitted and may result in the parking privilege being revoked, detention, out-of-school suspension being assigned, and towing of the vehicle at student expense.
- Notification of violations to the appropriate law enforcement agency will occur.

From the Athletic Director ***Mr. Dustin Allen***

Well, it was with great sadness that due to COVID-19 precautions, we had to cancel all spring 2020 sports. Our young athletes, right through our accomplished Seniors were denied the team comraderies, competitive play, and Wolverine spirit that is so much a part of the Bolivar-Richburg high school experience.

It is again with disappointment that following NYSPHSAA and NYSED guidelines, the fall season will be postponed. At the present time, and with changes coming every day, NYSPHSAA has postponed fall

sports start date to September 21. There may be further delays and changes to report as the Governor posts guidelines on safe startups for schools. Many things will need to be considered for safe return to school sports.

As we were not able to host school sports physicals this past spring, NYSPHSAA has authorized an extension to acceptable physicals. Athletes who had a physical for the **2018-2019** or **2019-2020** school years will be allowed to use that physical for FALL SPORTS SIGN UPS. You will be required to answer the typical 30-day medical questions in the Athletics Sign up. We do not know when we will be able to hold sports physicals. If your student is eligible for a physical with their own physician, please attempt to get them an appointment and request that a copy

be sent to the school.

Lastly, BRCS is excited to announce that we will be implementing an ONLINE ACTIVITIES REGISTRATION for all athletic sign ups. This link will be available from our ATHLETICS tab on the BRCS Website. As part of the online registration, all students and a parent will be required to read the Athletic Code of Conduct, review the NYSPHSAA Concussion Information sheet, and answer questions, just as you would have with the paper sign ups. Please note that there have been changes to the Academic Eligibility pages in the Code of Conduct, so **ALL** athletes will be required to review and agree. This link is still under construction, so keep watching the BRCS Webpage for updates.



B-RCS Section 504 Parent/Student Rights in Identification, Evaluation, and Placement

Please Keep This Explanation for Future Reference (Section 504 of the Rehabilitation Act of 1973)

The following is a description of the rights granted by federal law to students with handicaps.* The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping condition;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities;
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;

6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act;
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district;
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's

educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;

14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and the student may take part in the hearing and have an attorney represent you;
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

**(29 U.S.C. 706(7), 794; 34 C.F.R. Part 104, 20 U.S.C. 1232g; 34 C.F.R. Part 99)*

The person in this district who is responsible for assuring that the district complies with Section 504 is:

Susan Bokman, Director of Special Education
Telephone number:
(585) 928-2561

Who Do I See For?

(Elementary Building, Grades PreK-5)

Athletics	Mr. Allen
Attendance	Mrs. Root/Ms. Ratzel
Bus/Transportation	Ms. Feuchter
CSE	Mrs. Bokman
Cafeteria (reduced/free lunch)	Ms. Middleton
Computers	Mr. Davison
Conduct, Student	Mr. Quarterly
Courses (changes of schedule)	Guidance
Curriculum concerns	Mr. Quartley
Extra-Curricular Activities	Mr. Quartley
Detention	Mr. Quartley/Asst Principal
Health Concerns	Mrs. Johnson
Help with a personal problem	Guidance Counselor, Psychologist, Your Teacher, Administrators, County Mental Health
Late to class	Classroom Teacher / Main Office
Library/Media	Ms. Werner
Locker problems	Main Office / Maintenance
Lost/stolen articles	Nurse's Office/Main office
Scheduling	Guidance Office
Student/Teacher concern	Mr. Quartley
Use of building	Main Office

Lunch Design

There are 4 lunch periods which run for 41 minutes each during periods 4, 5, 6 & 7.

PERIOD	GRADE LEVELS
4	Grade 9 & 10 Students
5	Grade 11 & 12 Students
6	Grades 6 & 7
7	Grade 8



District Notifications

Things to know about Bolivar-Richburg Central School Health Policies

IMMUNIZATION: State law requires all students entering public or private school be immunized against the following: polio, DPT, measles, rubella, mumps, chicken pox, hepatitis B and Haemophilus influenza. New York State no longer allows exemptions for religious reasons. A complete record of immunizations must be presented before a child may enter Bolivar-Richburg Central School.

ILLNESS: A child who appears ill should be kept home. Prolonged or contagious illness should be reported to the school nurse so she may contact parents whose children may have been exposed. If a child becomes ill in school, parents will be notified and are expected to come for the child or make arrangements to have him/her taken home.

EMERGENCY NUMBERS: It is important to have in our files the name and phone number of a friend or relative who may assume responsibility for a child when the parent cannot be reached. Our policy is not to release a child in the custody of anyone other than the parent or a designated person. It is also important to have the name and phone number of the child's doctor.

EXCUSES: School policy requires a written excuse be kept on file for each absence or tardy. It should include the child's name, the date, reason for the absence, number of days absent or tardy and the parent's signature.

EMERGENCY CARE: State law permits a nurse to give one-time emergency care only. Accidents or illnesses that occur at home cannot be treated at school.

MEDICATIONS: A school nurse may not legally give any medication, even aspirin, without a written order signed by a doctor and written permission signed by the parents. Where daily medication is required, the doctor's order and parent's permission must be renewed each year. Never send medications to school with the child. It may change hands on the way to school.

MEDICAL PROGRAM: Physicals are required before entrance to kindergarten. School physicals are required in first, third, fifth, seventh and tenth grades and on all new students who have not had one. Parents will be notified of any conditions the doctor feels may require treatment. Eyes and ears of all students, kindergarten through sixth grade, are screened each year. Parents are notified if any student fails the screening test.

ACCIDENTS: School related accidents are covered by school insurance. New York State Law states that parents must use their own insurance first and then the school insurance will continue coverage. This avoids duplication of payments and keeps the cost of the insurance within reasonable limits.

Dignity For All Students Act

The Board of Education recognizes that learning environments that are safe and supportive can increase student attendance and improve academic achievement. A student's ability to learn and achieve high academic standards, and a school's ability to educate students, is compromised by incidents of discrimination or harassment, including but not limited to bullying, taunting, and intimidation. Therefore, in accordance with the Dignity for All Students Act, Education Law, Article 2, the District will strive to create an environment free of discrimination and harassment and will foster civility in the schools to prevent and prohibit conduct which is inconsistent with the District's educational mission.

The District condemns and prohibits all forms of discrimination and harassment of students based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or students on school property and at school-sponsored activities and events that take place at locations off school property. In addition, any act of discrimination or harassment, outside of school sponsored events, which can reasonably be expected to materially and substantially disrupt the educational process may be subject to discipline.

Dignity Act Coordinators for the Bolivar-Richburg School District are Mrs. Charanna Swartwout and Mrs. Angela Schryver.

Attention Taxpayers

Please pay close attention to your tax bills when you receive them in the mail this September. The address you will be mailing your payments to is in Massachusetts. You will mail your tax payments to:

**Bolivar-Richburg CSD
Department 5020
P.O. Box 4110
Woburn, MA 01888-4110**

If you will be paying your taxes in person, please do so at the local COMMUNITY BANK in Bolivar. **YOU WILL NO LONGER BE MAKING YOUR TAX PAYMENTS AT THE STEUBEN TRUST BANK IN BOLIVAR.** Taxes are due by October 31, 2020 – no payments will be accepted in November.

****Just a reminder, if your taxes are not postmarked or paid in person by October 31, 2020, we will not be able to accept the payment, and your taxes will be re-levied onto your County/Town tax bill in January. We must turn our records over to the County at the beginning of November and will be unable to accept late payments.**

****Please mail your taxes early if you are not making your payments at the local Community Bank to ensure payment is received in a timely manner.**

****Electronic tax payments will be accepted. Watch for further information on your tax bill.**

If you have any questions, please contact Kristin Woodhead, Tax Collector, at 585-928-2933.



Information Regarding Non-Discrimination

The Bolivar-Richburg Central School District does not discriminate on the basis of sex, sexual orientation, age, marital status, military status, political affiliation, race, creed or religion, color, national origin, or disability in the employment and educational opportunities it offers, including career and technical educational opportunities as required by Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

Section 504 of the Rehabilitation Act of 1973

The Board of Education affirms its compliance with those sections of the Rehabilitation Act of 1973 dealing with program accessibility.

Section 504 of the Rehabilitation Act prohibits discrimination against qualified individuals with disabilities in federally assisted programs or activities solely on the basis of disability. The District shall make its program and facilities accessible to all its students with disabilities.

The District shall also identify, evaluate and extend to every qualified student with a disability under Section 504 a free, appropriate public education, including modifications, accommodations, specialized instruction or related aids and services, as deemed necessary to meet their educational needs as adequately as the needs of non-disabled students are met.

Sexual Harassment of Students

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all District students an environment that is

free of sexual harassment and intimidation. Sexual harassment is a violation of law and stands in direct opposition to District policy. Therefore, the Board prohibits and condemns all forms of sexual harassment by employees, school volunteers, students, and non-employees such as contractors and vendors which occur on school grounds and at all school sponsored events, programs and activities including those that take place at locations off school premises or those that take place in another state. Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature when:

a) Submission to or rejection of such sexually harassing conduct and/or communication by a student affects decisions regarding any aspect of the student's education, including participation in school-sponsored activities;

b) Conditions exist within the school environment that allow or foster obscene pictures, lewd jokes, sexual advances, requests for sexual favors or other harassing activities of a sexual nature; and

c) Such conduct and/or communication has the purpose or effect of substantially or unreasonably interfering with a student's academic performance or participation in an educational or extracurricular activity, or creating an intimidating, hostile or offensive learning environment; and/or effectively bars the student's access to an educational opportunity or benefit.

Complaint Process

Any student suspecting discrimination on the basis of sex, sexual orientation, age, marital status, military status, political affiliation, race, creed or religion, color, national origin, or disability may make a claim of discrimination using the procedure

outlined below. Anyone who is aware of or has a complaint about sexual harassment should also follow this procedure. This claim or complaint is filed with the Superintendent/designee, who will assist with the complaint process if necessary. The following information should be included on the complaint.

- 1) The exact nature of the complaint – actions, policies, or practices believed to be discriminatory and any person believed to be responsible.
- 2) The date, time and place of the alleged discriminatory action(s).
- 3) The names of witnesses or persons who have knowledge about the complaint.
- 4) Any available written documentation or evidence that is relevant to the complaint.
- 5) The actions that could be taken to correct the complaint.

The Superintendent/designee shall cause a review of the complaint to be conducted (including necessary meetings and interviews) and a written response mailed to the complainant within ten school days after receipt of the complaint.

If it is agreed that discrimination occurred, corrective action will be taken to restore denied rights.

If there is not agreement, a written appeal may be submitted to the Board of Education indicating the reasons for disagreement. The Board of Education shall consider the appeal at its next regularly scheduled meeting following receipt of the appeal.

A complaint of illegal discrimination may also be filed with the Federal Office for Civil Rights, United States Department of Education.

Required Information

FIRE INSPECTION: In compliance with New York State Education Department Regulations, an annual fire inspection was conducted by certified inspectors. All areas are in compliance.

STRUCTURAL INSPECTION: In compliance with regulations, an annual structural inspection was conducted by certified inspectors. All areas are in compliance.

ASBESTOS: In compliance with U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), all school districts are required to re-inspect facilities for asbestos

containing building materials. Our facilities have been inspected and response actions are planned to insure a continued safe environment for our students and employees. Activities include training of maintenance staff to prevent disturbance of asbestos and periodic re-inspections and surveillance activities by trained personnel. All asbestos material in the school remains in good condition.

Details of such activities are described in the district's AHERA Management Plan, which is available for your review in the district office.

Bolivar-Richburg Central School
Michael A. Retzlaff, Superintendent
100 School Street
Bolivar, NY 14715

Substitute Applications

Bolivar-Richburg Central School District is accepting applications for the 2020-21 school year for the following positions:

Elementary & Junior/Senior High School:

- Substitute Teachers and Teacher Aides
- Substitute Custodial Workers
- Substitute Nurses
- Substitute Cafeteria Workers
- Substitute Bus Drivers/Monitors

Please contact either main office for an application – 928-2561 or 928-2882, or find on brcs.wnyric.org



Title I Parents' Right-to-Know

Dear Parent/Guardian:

The Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA).

Although NCLB was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in New York still are required to hold the appropriate state certificate/license for their given position.

Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request.

New York has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Bolivar-Richburg School District. All of our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on ESSA, and the role of parents, please visit the United States Department of Education's (USDE) website at <http://www.ed.gov/essa>.

By partnering, families and educators can provide your child with the best education possible.

Sincerely,

Michael A. Retzlaff, Superintendent of Schools

Parent "Right-to-Know Notification"

All schools of the Bolivar-Richburg Central School District are classified as Title I School-Wide schools. Under No Child Left Behind, you have the right to request the following information about the qualifications of your child's classroom teacher and paraprofessional staff:

- Whether the teacher has state certification for the classes in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional status.
- The teacher's bachelor's degree major and any other certifications or degrees held by the teacher by field or discipline.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Should you wish to request this information, please contact the District Office, and we will be happy to provide it to you in a timely manner.

Child Find Notification

The Bolivar-Richburg Central School District Child Find Policy requires that all children below twenty-one (21) years of age residing within the district who have a disability and who are in need of special education and related services are located, identified and evaluated in accordance with all federal regulations and state standards. If you suspect that your child may have a disability, please contact:

Susan Bokman
Director of Special Education
Bolivar-Richburg Central School
100 School Street
Bolivar, New York 14715
585-928-2913

Pesticides Notice

As part of the Bolivar-Richburg Central School District's pest management program, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notice, but you will be provided notice following any such application. If you need prior notification, please complete the information below and submit to:

Mr. Randy Harmon, Director of Facilities
Bolivar-Richburg Central School
100 School Street
Bolivar, NY 14715

Pesticides use Prior Notification Request
(Please Print)

Parent/Guardian Name: _____

Child's Name: _____

Street Address: _____

City: _____

Zip Code: _____

Telephone Numbers

Daytime: _____

Evening: _____

Please Check One:

☐ I wish to be notified prior to a scheduled pesticide treatment inside the building

☐ I wish to be notified prior to a scheduled pesticide treatment on the grounds of the school.

☐ Both of the above.

Signature

Date



**BOLIVAR-RICHBURG CENTRAL SCHOOL
2020-2021 SCHOOL CALENDAR**

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31





February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Aug.:	25-26 Super. Conf. Days
Sept.:	1-3, 8 Super. Conf. Days 4-7 Labor Day Weekend 9 First Day of School
Oct.:	2 Go Home Early Drill 9 Students Half Day (AM) / Super. Conf. Day (PM) 12 Columbus Day
Student Days:	179
Super. Conf. Days	6
Rating Day	1
Total Days	186

Nov.:	11 Veterans' Day 25-27 Thanksgiving Recess
Dec.:	21-31 Christmas Recess
Jan.:	1 New Year's Holiday 15 Students Half Day (AM) / Super. Conf. Day (PM) 18 Martin Luther King Jr. Day 26-29 Regents Exams
Feb.:	15-19 (President's Day) Mid- Winter Recess

March:	12 Students Half Day (AM) / Super. Conf. Day (PM)
April:	2-9 Spring Recess 20-22 ELA Exams (Grs. 3-8)
May:	4-6 Math Exams (Grs. 3-8) 14 Students Half Day (AM) / Super. Conf. Day (PM) 18 Budget Vote Day 31 Memorial Day
June:	7 Science Exam (Gr. 8) 16-24 Regents Exams 23-24 Last Half Day (PK-6) 25 Last Day Teachers-Rating Day 27 Graduation Day

 Super. Conf. Day – No Students	 Super. Conf. Day - Students Half Day (AM)	 No School	 District Offices Closed
— End of Quarter			AMENDED: August 18, 2020



Message from Randy Harmon, Director of Facilities

The custodial staff and grounds crew have worked very hard over the summer preparing the buildings and grounds for opening day in September. We have taken all of the proper precautions when cleaning the buildings to protect everyone from the COVID-19 virus. I have kept up and will continue to keep up with all of the CDC and state guidelines for prevention.

When school opens, my staff has been instructed to regularly wipe down all touch points, such as handrails, doorknobs, etc. The custodial staff will do what it can to make the school as healthy and safe as possible for your children.

Enjoy the rest of your summer. We look forward to seeing your children in September.

Transportation Update

We are pleased to be transporting your children to and from school.

Please help us ensure your child's safety by talking to your children about the safe riding rules.

- Listen and obey any direction given by the driver.
- Insist that your child wait for the bus safely in an orderly fashion, back from the roadway.
- Teach children how to safely board and exit their buses
- When the bus arrives, your child should wait for the bus driver's signal before boarding. Children should board in single file.
- Children who must cross should cross far enough in front of the bus to see the driver's face – "I see the driver – the driver sees me!"
- In the afternoon, children should "check before they step" off the bus – right side passers are a growing problem in many areas.
- Children should also know about the "danger" signal, which is sounding the horn, so they know exactly what to do if a motorist is not stopping for the bus.
- Teach your child to sit quietly on the ride to and from school. Behavior problems could distract the bus driver and result in an accident.

We are deeply committed to the safety of your child as well as all our community's children

Also, please review the bus rider's manual that will be sent home with your child.

Please communicate, as soon as possible, any information needed to ensure that each student is transported to his or her proper location.

Thank you for your help keeping our children safe.

Ann Feuchter; 585-928-2561

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Bolivar-Richburg Central School received a request for access.

Parents or eligible students should submit to the Bolivar-Richburg Central School appropriate building principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write the appropriate school building principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the Bolivar-Richburg Central School decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, Bolivar-Richburg Central School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Continued on next page.



Bolivar-Richburg Central School
100 School Street
Bolivar, NY 14715

Board of Education:

Erin Baldwin, President
Heather Iantorno, Vice President
Jude Auman
Jarrod Bell
Kami Doane
Amanda McDonnell
Jody McLaughlin

Administration:

Michael A. Retzlaff, Superintendent
Susan Bokman, Director of Special Education
Andrea McLaughlin, Elementary Principal
Daniel Quartley, Secondary Principal
Mary Snyder, Assistant Principal
Jessica Rose, Director of Curriculum
Kristin Woodhead, School Business Manager

NON PROFIT
ORGANIZATION

U.S. POSTAGE PAID
Permit No. 1825
Olean, NY
14760

Current Resident

or Local Postal Patron

FERPA Directory Information:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bolivar-Richburg Central School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bolivar-Richburg Central School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Bolivar-Richburg Central School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they

do not want their student's information disclosed without their prior written consent.¹

If you do not want Bolivar-Richburg Central School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30, 2018. Bolivar-Richburg Central School has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation of officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honor, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

¹These laws are: *Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908), as amended, and 10 U.S.C. § 503(c), as amended.*

Ecology Club (Mr. Thornton & Ms. Renyck)

Hello, Ecology Club members - both present and future!

We miss our outings and are hoping that we can find a school-approved platform to continue our club activities safely once we are allowed to proceed. We are sure that some of you have good ideas for how we can engage together safely until the pandemic is under control. We are asking for any of you who have a phone to consult with your parents/guardians about adding the Remind app if you don't already have it. We started a BRCS Ecology Club Remind group so that we can share ideas, get updates and reminders during the upcoming school year. Please have your parent/guardian email Ms. Renyck for the code so that you can join our Remind group for Ecology Club. Ms. Renyck's email: HRENYCK@bolivarrichburg.org
Hoping to see all of you soon. Stay well.

Chess Club (Ms. Renyck)

Hello, Chess Club members - both present and future!

I MISS our weekly chess matches and am hoping that we can find a school-approved platform to continue our club virtually. During summer break, I've been playing online chess and consistently losing to the computer at Level 5... I'm sure that some of you have good ideas for the best online chess games in which we can engage together safely until the pandemic is under control. I'm asking for any of you who have a phone to consult with your parents/guardians about adding the Remind app if you don't already have it. I started a BRCS Remind group so that we can share ideas, get updates and reminders during the upcoming school year. Please have your parent/guardian email me for the code so that you can join our Remind group. Ms. Renyck's email: HRENYCK@bolivarrichburg.org.