

# BOLIVAR-RICHBURG Central School



September 2022

## 2022-2023 School Year Calendar

Aug. 30-Aug. 31	Super. Conf. Days
Sept. 5	Labor Day Weekend
Sept. 6	First Day of School
Oct. 7	Go Home Early Drill
Oct. 10	Columbus Day
Oct. 21	Students 1/2 day (AM) Super. Conf. Day (PM)
Nov. 11	Veterans Day (Observed)
Nov. 21	Students 1/2 day (AM) Parent/Teacher Conf. until 6 PM
Nov. 22	Parent/Teacher Conf. (no students) 8 AM-11:30 AM
Nov. 23-25	Thanksgiving Recess
Dec. 23-30	Christmas Recess
Jan. 2	New Year's Holiday
Jan. 16	Martin Luther King Jr. Day
Jan. 24-27	Regents Exams
Feb. 20-24	(Presidents' Day) Mid-Winter Recess
Mar. 17	Superintendent's Day (no students)
Apr. 3-7	Spring Recess
Apr. 19-21	ELA Exams (Grades 3-8)
May 2	Math Exams (Grades 3-8)
May 16	Budget Vote Day
May 29	Memorial Day
June 5	Science Exam (Grade 8)
June 14-22	Regents Exams
June 19	Juneteenth (no students)
June 21-22	Last Half Day (Grades PK-6)
June 24	Last Day Teachers - Rating Day
June 25	Graduation Day

Back  
to  
School



### The Bolivar-Richburg Central School Board of Education

Invites you to the  
"Welcome Back to  
School" Community  
Picnic on  
Wednesday, August

31, 2022 – 5:30 to 7 PM at the  
Elementary School Pavilion. Food and drink will  
be provided. Bring the family and please join us!

Thank you for supporting our children and our district.

**HOPE TO SEE YOU THERE!!!**

## Picture Day

**Prekindergarten-Grade 5** will have their student picture day on September 22, 2022. Flyers/envelopes will be sent home with your child. Picture retake day will be held on Tuesday, November 1, 2022.

**The Middle-High School** will have their student pictures on September 28-29, 2022. Re-takes will be November 1, 2022 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 Tuesday, September 6.**

# Message from the Superintendent



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

I hope that you have had a wonderful summer and are starting to look forward to an outstanding school year. We have been hard at work over the summer preparing for the new school year. I am excited to welcome new faculty, staff, administration, and students to the Bolivar-Richburg school community.

Here at Bolivar-Richburg Central School our mission is *"In partnership and collaboration with families and the community, we will encourage a supportive environment where all children will accept challenges and grow intellectually, creatively, socially, emotionally, and physically."* This ensures that every student succeeds academically, co-curricularly, and social-emotionally. That is our highest priority.

With the start of the 2022-2023 school year, we are opening our doors for full in-person instruction for all students Pre-K through 12th grade. As of this writing, we have not received the official guidance from New York State with regards to the re-opening of school in September. But we will be reviewing our re-opening plan and updating it for the 2022-23 school year based on the latest CDC recommendations for schools. We also do not have any restrictions in place, such as wearing masks and social distancing, with the exception of a confirmed positive case. We will work hard, within safety guidelines, to make this school year feel as normal as possible and to allow students to have the freedom to participate in interscholastic sports and other extracurricular activities and clubs.

## Capital Project 2021



Since the passing of the Capital Improvement Project in December, we have been busy meeting with architects and engineers from Clark Patterson Lee (CPL) to complete detailed designs and prints for Phase II to send to NYSED for review and approval. This approval process takes about six months, and once completed, we hope to be able to bid the project in the first part of 2023. As you all know, the cost of inflation is affecting everyone, and our Capital Improvement Project will also be affected since we are anticipating higher costs due to inflation in the construction market. Once we do have our bids in, we will have to review the final costs and make some determinations as to what we will need to postpone until another Capital Improvement Project.

This summer we had the opportunity to complete Phase I of the CIP which included: artificial turf replacement on the stadium field, parking lot rebuild at the Bolivar campus, and the replacement/upgrade of backboards in our gymnasiums. We also completed some additional work using our general fund budget, including tennis court repairs, painting of stadium bleachers, minor fence installation, and a new flagpole for the Bolivar Building. Maintaining our infrastructure can be costly, but it is important that we protect the community investment in our buildings and playing fields for future generations to enjoy.



## Welcome to Our New Jr./Sr. High Principal

Over the summer, I had the pleasure of working with a team of shareholders, including board members, administrators, teachers, support staff, and parents, to interview and select the next building leader for our Jr./Sr. High School. I am happy to welcome Mr. Jeff Margeson to the administrative team as our new Jr./Sr. High principal. Mr. Margeson is a District resident and has been teaching Art here at the Jr./Sr. High for over 19 years. Mr. Margeson received his Bachelor of Fine Arts degree from Columbus College of Art & Design. He holds a Master of Education from Capella University, and most recently attended the University of Rochester—Margaret Warner Graduate School of Education: K-12 Educational Leadership. Please help us welcome Mr. Margeson to his new position at Bolivar-Richburg Central School.

## Final Thought

I would like to invite everyone to stop by the Annual Bolivar-Richburg Central School Board of Education "Welcome Back to School" Community Picnic that will be held on Wednesday, August 31, from 5:30 to 7:00 p.m. at the Elementary School Pavilion.

In closing, I hope everyone enjoys the remaining days of summer; I am looking forward to seeing all of you very shortly. Together we can continue to provide the best education possible for our children. It is an honor to serve this community, faculty, and staff, and most importantly, the children who you entrust to us every day.

Respectfully,

Michael A. Retzlaff  
Superintendent of Schools  
Bolivar-Richburg Central School District



# Board of Education & B-R.C.S. Personnel • 2022-23

## Board of Education:

Auman, Jude	Vice-President, 2023
Baldwin, Erin	Member, 2024
Bell, Jarrod	Member, 2023
Clark, Michelle	Member, 2024
Doane, Kami	Member, 2025
McDonnell, Amanda	President, 2025
Robinson, Michelle	Member, 2024

## Administration:

Bokman, Susan	Director of Special Education
Cartmill, Sarah	Director of Curriculum–BOCES
Duke, Megan	Elementary Principal
Margeson, Jeffrey	Secondary Principal
Mitchell, Jessica	School Business Manager
Quartley, Daniel	Secondary Principal, retiring
Retzlaff, Michael	Superintendent of Schools
Snyder, Mary	Assistant Principal
TBD	Director of Educational Technology & Information Systems

## Faculty:

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
Bell, Kelly	Grade 4
Bentley, Kristin	Grade 4
Bess, Brock	Special Education
Bradley, Meghan	Grade 2
Britt, Julie	English 6/7
Britt, Ryan	Social Studies HS
Brown, Gerald	Art
Butler, Ryan	Grade 3
Cady, Carolyn	Business
Childs, Sherry	Special Education
Clark, Leah	Grade 1
Clayson, Brandon	Special Education
Crandall-Bean, Christy	Guidance Counselor HS
Crane, Susan	Band
Dempsey, Kathryn	English 7/Literacy
Donahue, Deb	English 11/12
Dunham, Doris	Computer Technology
Elliott, Demi	Special Education
Emery, Mark	Physical Education
Eshelman, Pat	Living Environment
Evens, Denise	Special Education
Ferris, Hadley	Grade 4
Ferris, Heather	Remedial Reading
Fleming, Gisela	Teacher Assistant
Geiger, Jonnie	Occupational Therapist
Gennings, HaiLee	Social Worker
Gerard, Gina	Grade 2
Glover, Elizabeth	Pre-Kindergarten
Hackett, Alisha	Grade 3
Hackett, Katie	Kindergarten
Harper, Kathleen	Special Education
Harris, Andrea	Music/Chorus
Higley, Cynthia	Special Education
Hillman, Hannah	Grade 5
Howard, Tasha	Teacher Assistant
Hyson, Matthew	Math
Jacoby, Nicole	Math JS/HS
Johnson, Jacklyn	Pre-Kindergarten
Johnston, Tori	Grade 5
Jones, Amy	Psychologist–BOCES
Jones, Jennifer	Teacher Assistant
Keir, Christopher	Music
Kinnicutt, George	Technology
Kottwitz, David	Social Studies 10/12
Lasnick, Brandi	Spanish
Livingston, Gina	Grade 2
Loucks, Tina	Teacher Assistant
Louser, Hannalee	Grade 3
Lovell, Brooke	Special Education

Mallery, Stephanie	Remedial Reading
Margeson, Kari	Special Education
McClellan, Carol	STEAM
McDonnell, William	Math
Mitchell, Meghan	Pre-Kindergarten
Morris, Claire	Art
Moskeland, Joanna	Speech
O'Neil, Jenna	Grade 2
Ordway, Jennifer	Grade 1
Perkins, Jamie	Grade 1
Perrin, Rebekah	Remedial Math Elementary
Perry, Kimberly	Remedial Math Elementary
Pettit, James	Special Education HS
Pettit, Reston	Physical Education
Poorman, Gloria	Math 6/7
Renyck, Heather	Physics Lab/Earth Science
Robinson, Haley	Art HS
Schena, Mary	Special Education HS
Scholla, Tanya	Speech Therapist
Schryver, Angela	Guidance Counselor Elementary
Scott, Christina	Guidance Counselor MS
Scott, Sally	Remedial Reading
Scribner, Michelle	Special Education
Smith, Dawn	Grade 5
Smith, Rebecca	Spanish JS/HS
Smith, Steve	Social Studies/Science 6
Snow, Thela	Family and Consumer Science
Stutzman, Paige	Kindergarten
Suzano, Armenio	Orchestral Music
Sweeten, Lisa	Physics/Math
Thomas, Justin	English 8/9
Thornton, Shane	Chemistry/Science 7/8
Walters, Susan	Remedial Math Elementary
Werner, Margaret	Librarian
Willson, Elizabeth	Social Studies HS
Windus, Jessica	Kindergarten

## BOCES Staff:

Allen, Colby	Computer Technician
Babbitt, Jeff	PR & Communication Specialist
Mayer, Chris	Computer Technician
Pfeiffer, Noah	Computer Technician
Tope, Ryan	Computer Technician

## Non-Instructional Staff

**Aides:** Deb Adams, Sarah Crump, Charlene Davison, Kerry Garrey, Alice Hackett, Denise Kasperski, Liz Liller, Julie Ratzel, Melissa Sahm, Marcia Metz, JoEllen Sisson, Susan Karnuth, Kristen Taylor, Brooke McDonald, Sarah Gardner

**Cafeteria:** TBA (Manager), Marian Burdick, Kennedy Chind, Heidi Crowley, Jessica Proper, Vicki Simard, Caleigh Sisson, Kelly Walp

**Maintenance:** Randy Harmon (Superintendent of Buildings & Grounds), Joe Bell, Holden Cole, Sarah Cutler, Kevin Dent, Kim Doane, Joe McDonald, Kristen McDonald, Vicki Simard, Matt Geisel, Theresa Walsh, Mary Willover, Charlie Winchell, Phillip Wulf

**Nurses:** Rachael Johnston, Stephanie Pierce

**Offices:** Connie Emery, Tricia Root, Chris McPherson, Amy Shelp, Sue Slocum, Deb Sisson, Diane Sortore, Megan Saunders, Tonia Childs, Wendy Smith

**Transportation:** Ann Feuchter (Supervisor), Jeff Barnes, Wally Dillon, Nick Dodson, Ed Elling, Bob Garrey, Les Greene, Lynn Pinney, Troy Steiner, Lisa Taylor, Tim Tripp, Bruce Weber, Jim White, Randy White, Charles Winchell, Billy Vennard. Attendants: Sherry Blauvelt, Lynn Davis, Nicolle Metz, Steve Childs, Maxine Ordway, Amber Wade, Tonia Childs, Sara Crump-Dodaro, Alice Hackett, Denise Kasperski, Liz Liller, Marcia Metz, Julie Ratzel, Caleigh Sisson, Denise Kasperski





## Welcome Back!

Megan Duke, Elementary Principal



Dear BRES Families,  
Welcome to the 2022-2023 school year! I am excited to kick-off my second year within the Bolivar-Richburg CSD! The start of every new academic year brings a sense of eagerness, as we have all worked hard over the summer to ensure this is the best year yet for you and your children!

A special thank you to the Buildings and Grounds staff that spent many hours this summer cleaning classrooms and preparing our outdoor spaces for the arrival of our students.  
A lot of great work has been done this summer by our teaching staff as well. One of our building initiatives this year is to ensure that more students receive support services when not meeting grade level standards. We have changed the master schedule so that more students have access to remedial services, if they qualify. Furthermore, teachers have been coached on how to provide various interventions in the classroom through small-group learning. Several teachers have taken further professional development workshops and worked directly with our Curriculum Coordinator to begin planning their small group learning for this year's students. We believe these shifts will better meet individual student needs and we are excited to see how these shifts impact student learning!

Another exciting change that we've worked hard on this summer is the introduction of our PBIS system! PBIS stands for "Positive Behavioral Interventions & Supports" and is a school-wide plan that focuses on setting expectations for student behavior across all settings (classroom, cafeteria, bus, etc.) and rewarding students who model the expected behaviors. Shortly, we will be sharing our PBIS matrix that outlines expected behavior and an overview of the reward system. By adopting this PBIS system, we are hoping to further promote school safety and good behavior while making it fun for students through frequent prizes and assemblies.

As we start a new school year, please remember that this is a fresh start for you and your child. Begin this school year by setting goals and expectations, reiterating the value of education and our school, and by letting your child know you love them and are proud of what they've accomplished so far! As you know, I believe that the connection between school and home is one of the leading factors to student success. Like last year, please do not hesitate to reach out to me directly with any questions or concerns so that we can find resolution in a timely manner.

We hope you will join us on Wednesday, August 31, for two important events: 1) "Meet the Teacher Night" from 5:00-6:00 p.m. and 2) the Bolivar-Richburg CSD Picnic from 5:30-7:00 p.m. at the pavilion behind the elementary school. We look forward to seeing you there!

In partnership,

Megan M. Duke  
Elementary Principal



## Who Do I See For? (Elementary Building, Grades PreK-5)

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

## 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. ☺



## 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.

### 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/her designee will determine if the absence is excused or unexcused.**

## Physical Education News

*Mrs. Auman and Mr. Pettit*

Welcome back Wolverines! We hope that you had a wonderful summer and were able to stay active (remember the goal every day is 60 minutes of activity). We can't wait to see all of you in the gym very soon. As a reminder, when coming to Physical Education, it is important for you to wear rubber soled sneakers that cover the toes and heels. We want you all to be safe in PE, and wearing the proper footwear is important. If girls wear dresses, they should wear shorts or tights underneath.

At the start of the school year, grades PK-2 will be focusing on foundational skills, such as locomotor skills, kicking, throwing and catching. Let's see who can SKIP! The older grades (3-5) will also touch on the foundational skills, but will continue to work on refining sport specific skills and activities. As always, we will do our best to give you all a great variety of activities to help you find what you like best. Because in PE, "if you had fun, then you WON!"

## 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 busses.
- We encourage parents (PreK & Kindergarten) to walk their children to their classrooms for the first week of school, Sept. 6-9. Beginning Sept. 12, 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, or be picked up, **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 585-928-2405.

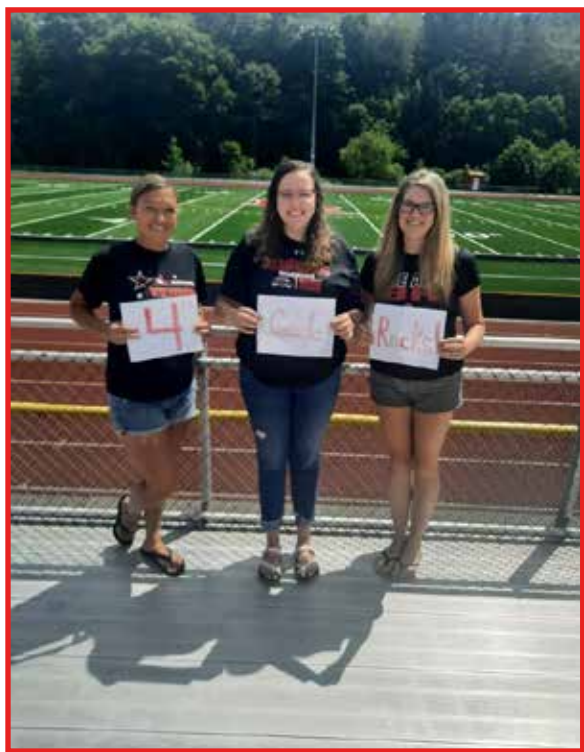
We appreciate your cooperation with these requests.



## Welcome to Kindergarten!

School is almost here, and the kindergarten team is 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 get to use those senses to explore some pretty cool things! We will start practicing writing lines and work our way to writing letters and numbers. 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, Miss Hackett, Mrs. Stutzman and Mrs. Windus*



## 4th Grade News

Your 4th grade team has been busy planning and getting their rooms ready to meet everyone in September! We hope everyone has had a wonderful summer! It's hard to believe the new school year is just around the corner. Please mark your calendars for Monday, August 29 at 6:00 p.m. for our 4th Grade Parent Orientation Night. This is an important night for the incoming 4th grade students and their parents. A letter has also been mailed home with more information on this event, so be looking for that! If you haven't received a supply list, you can look on the school website under the parent tab. We are looking forward to seeing you all in September! If you have any questions, please reach out to any of the 4th grade teachers or ask us on Parent Night.

Kelly Bell – 4th Grade ELA  
kbell@bolivarichburg.org

Kristin Bentley – 4th Grade Social Studies/Science  
kbentley@bolivarrichburg.org

Hadley Ferris – 4th Grade Math  
Hferris1@bolivarrichburg.org

**4<sup>th</sup>** Grade  
*Orientation*

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

**“Meet Your Teacher” night will be Wednesday, August 31, from 5:00 to 6:00 p.m. Families are welcome to join our Board of Education for a community picnic from 5:30 to 7:00 p.m. at the softball pavilion in Richburg this evening as well.**



## 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.





## Elementary Summer Program

The Elementary Summer Program had another successful year! About 50 students participated in this year's program. This summer's theme was "Building Strong Muscles and Minds." Instruction was designed to meet the students' individualized needs in math, reading, and writing. Students were also provided enrichment through STEAM and recreation. Summer Program participants attended three field trips: Good Times in Olean, the Olean YMCA, and the BRCSD MS/HS for "field day." A special thank you to the cafeteria staff that provided breakfast, snack, and lunch to each student in attendance!

If you were unable to join us this summer, we hope you'll consider this program in the future!





## Middle/High School Attendance Office Welcomes You Back

Welcome back everyone! Another year has gone by and the beginning of the school year 2022-23 is approaching rapidly. I hope everyone had a good summer.

The Comprehensive Attendance Policy is 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, 928-2901. 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 they 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. Amy Shelp  
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 8:30 a.m** 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

Dear BRCS Parents and Guardians,

I would like to formally introduce myself, just in case you hadn't heard the news! I am excited and honored to have been offered the position of Middle/High School Principal! For those who don't know me, I grew up in Bolivar, where both my parents were teachers. I was on the merger committee while in high school, and graduated in 1997 as a Wolverine. I attended Art school in Columbus, Ohio, and was given the opportunity to come back to my alma mater in 2003. Since then, I have coached baseball and basketball, along with 19 years of teaching Art, Digital Media, and Intro to Film.

When the pandemic hit in early 2020, I decided to go back to school to get my Administrative certificates. I have spent the last two years taking classes, completing my internship here at BRCS, and taking the tests necessary for Building and District leader. It has been an awesome journey, and I look forward to using the tools I have gained during my leadership journey to improve our district, our community, and the overall achievement and wellbeing of our students!

As with any new change in leadership, there are specific goals that we as a district are targeting as major priorities. One of those issues revolves around the discipline issues we experience on a daily basis, especially within our Middle School students. We are currently working as a collaborative team on ways to deal with cell phone usage, vaping issues, and bullying. Let me be clear, it is imperative that BRCS is a safe place for all of our students, both inside and outside of

our classrooms. Goals are currently being set to emphasize rigor in our curriculum, while offering an equal and equitable educational and social setting for all of our students. This will be accomplished through a clear and concise Behavior Plan, coupled with a Discipline Matrix that details teacher and student responsibilities, administrative measures, and a consistent framework for every student. Once finished and approved, these documents will become part of our Code of Conduct, and published through our social media outlets and school newsletter.

Also, there will be a change to our Device Pick-Up plan. For the first time, we will couple with Mrs. Duke and the Elementary building, in offering a Welcome Back Night on Wednesday, August 31, from 5:00-7:00. During that evening, your student(s) can come get a hot dog, take their supplies to their lockers, and meet their teachers for the upcoming school year. Teachers will be in their rooms, and there will be a schedule for students as to which teacher they need to see to sign-out their one-to-one device. Math calculators will also be available at this time. Mrs. Snyder and I will also be there if you have any questions or concerns about the upcoming school year.

School starts on Tuesday, September 6! We're all looking forward to a new and exciting year! If you have any questions feel free to call (928-2561) or e-mail me at: [jmargeson@bolivarrichburg.org](mailto:jmargeson@bolivarrichburg.org).

Jeff Margeson, Principal  
Bolivar-Richburg CSD

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.

**6<sup>th</sup> Grade Orientation**

**will be held on Tuesday,  
August 30, 2022 at 6  
PM in the High School  
Auditorium.**



# Summary Code of Conduct • 2022-23

**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.

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.

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. Scott**, 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.

## *Athletic Department News*

The Athletic Department is excited to be offering all the sports that we would normally play in the fall.

**FOOTBALL, CHEER, BOYS SOCCER, GIRLS SOCCER AND GIRLS VOLLEYBALL—AND RETURNING THIS FALL, CROSS COUNTRY!!**

Fall Sports official start date is **August 22**. Football will start **August 20**. Please be sure to sign up prior to that date to avoid clearance delays. The online Athletic Registration site has been open for some time with great sign up results: <https://bolivar-richburg-ar.schooltoday.com>.

If you are still interested in participating in a fall sport by the time this newsletter is published, please contact the Athletic Department directly to verify if there is still time to join.

We are offering the following services this year

- Late Bus (5:30) after practices
- Study Center
- Concessions

**PLEASE COME OUT TO SUPPORT OUR TEAMS!**

Our Fall Schedule follows, however, these games do often change. Please refer to the website <https://www.brcs.wnyric.org/> and

check the Athletic Calendar for most recent game postings.

Also check out our TEAMS pages for important athletic announcements, scores, schedules and photos of your favorite teams: <https://bolivar-richburg-rs.schoolteams.com/>

Any of these links can be accessed from the Athletics tab on the Bolivar Richburg home web page.



# Athletic Schedules

Please refer to the BRCS website/athletic calendar for most recent schedules. Game times/locations can and do change.

Girls' Varsity Soccer		
09/01/2022	Tournament at OLEAN	12:00pm
09/03/2022	Tournament at OLEAN	TBD
09/06/2022	CR/Hinsdale @ CR	5:00pm
09/09/2022	Andover/Whitesville @ Whitesville	5:00pm
09/12/2022	Canisteo-Greenwood	5:00pm
09/16/2022	Andover/Whitesville	5:00pm
09/17/2022	Wellsville	11:00am
09/19/2022	Scio/Friendship @ Friendship	5:00pm
09/20/2022	Fillmore Central	5:00pm
09/24/2022	Port Allegany	10:00am
09/26/2022	Cuba-Rushford/Hinsdale	5:00pm
09/29/2022	Scio/Friendship	5:00pm
10/06/2022	GVCS/Belfast	7:00pm
10/08/2022	Wellsville	TBD
10/12/2022	Fillmore Central	7:00pm
10/14/2022	GVCS/Belfast @ GVCS	7:00pm

Boys' Varsity Soccer		
08/31/2022	Tournament at BELFAST	5:00pm
09/02/2022	Tournament at BELFAST	TBD
09/06/2022	Hinsdale Central	6:00pm
09/08/2022	Tourn at SCIO	7:00pm
09/10/2022	Tourn at SCIO	TBD
09/13/2022	Wellsville	5:00pm
09/15/2022	Cuba-Rushford	5:00pm
09/19/2022	Scio/Friendship	5:00pm
09/23/2022	Genesee Valley/Belfast	5:00pm
09/27/2022	Fillmore Central	5:00pm
09/29/2022	Andover/Whitesville	7:00pm
10/03/2022	Houghton Academy	5:00pm
10/07/2022	Fillmore Central	7:00pm
10/11/2022	Cuba-Rushford	5:00pm
10/13/2022	GVCS/Belfast @ GVCS	7:00pm
10/14/2022	Canisteo-Greenwood	6:00pm

Girls' Modified Volleyball		
09/09/2022	Hinsdale Central	6:00pm
09/13/2022	GVCS/Belfast @ GVCS	6:00pm
09/15/2022	Wellsville	6:00pm
09/20/2022	Houghton Academy	6:00pm
09/28/2022	Cuba-Rushford	6:00pm
09/30/2022	Fillmore Central	6:00pm
10/05/2022	Hinsdale Central	6:00pm
10/07/2022	GVCS/Belfast	6:00pm
10/12/2022	Wellsville	6:00pm
10/14/2022	Houghton Academy	6:00pm
10/19/2022	Cuba-Rushford	6:00pm
10/21/2022	Fillmore Central	6:00pm
10/19/2022	Cuba-Rushford	6:00pm
10/21/2022	Fillmore Central	6:00pm

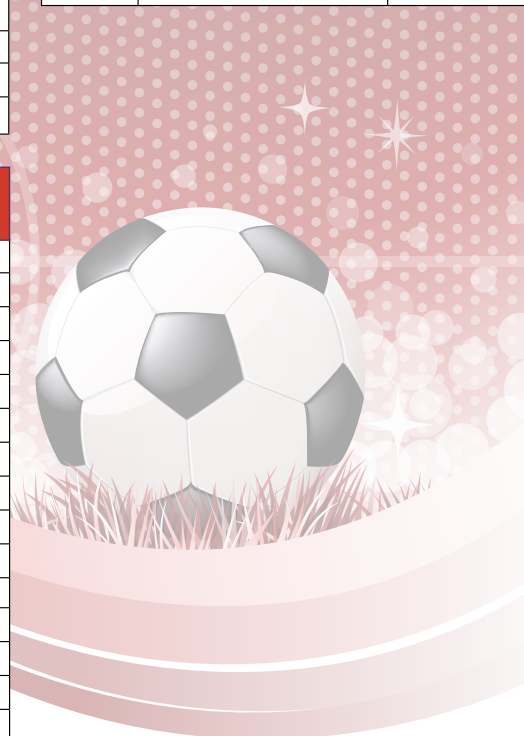
Girls' Modified Soccer		
09/12/2022	Fillmore Central	5:00pm
09/14/2022	Cuba-Rushford @ Hinsdale	5:00pm
09/17/2022	Andover/Whitesville	10:00am
09/20/2022	Andover/Whitesville @ Andover	5:00pm
09/24/2022	GVCS/Belfast	10:00am
09/29/2022	GVCS/Belfast @ GVCS	5:00pm
10/01/2022	Scio/Friendship	10:00am
10/08/2022	Fillmore Central	10:00am
10/12/2022	Wellsville	5:00pm
10/15/2022	Scio/Friendship	10:00am

Boys' Modified Soccer		
09/12/2022	Fillmore Central	5:00pm
09/14/2022	Cuba-Rushford @ Hinsdale	6:30pm
09/17/2022	Andover/Whitesville	10:00am
09/20/2022	Andover/Whitesville @ Andover	6:30pm
09/24/2022	GVCS/Belfast	10:00am
09/29/2022	GVCS/Belfast @ GVCS	5:00pm
10/01/2022	Scio/Friendship	11:30pm
10/08/2022	Fillmore Central	10:00am
10/12/2022	Wellsville	5:00pm
10/15/2022	Scio/Friendship	10:00am

Varsity Football		
09/03/2022	Oakfield-Alabama/Elba @ Elba	1:00pm
09/09/2022	Cuba-Rushford/Hinsdale	7:30pm
09/16/2022	Alexander Central	7:00pm
09/24/2022	Notre Dame Batavia	1:00pm
10/01/2022	Clyde-Savannah	1:00pm
10/07/2022	South Seneca	7:00pm
10/14/2022	York/Pavilion	7:00pm
10/21/2022	Genesee/MM	7:00pm

Girls' Varsity Volleyball		
09/09/2022	Hinsdale Central	7:30pm
09/10/2022	Allegany-Limestone Central	11:30am
09/13/2022	GVCS/Belfast	7:30pm
09/16/2022	Wellsville	7:30pm
09/20/2022	Houghton Academy	7:30pm
09/24/2022	Allegany-Limestone Central	11:30am
09/26/2022	Olean	6:30pm
09/28/2022	Cuba-Rushford	7:30pm
09/30/2022	Fillmore Central	7:30pm
10/05/2022	Hinsdale Central	7:30pm
10/07/2022	GVCS/Belfast @ GVCS	7:30pm
10/12/2022	Wellsville	7:30pm
10/14/2022	Houghton Academy	7:30pm
10/15/2022	VARSITY Tournament at Horseheads	8:30am
10/17/2022	Olean	6:30pm
10/19/2022	Cuba-Rushford	7:30pm
10/21/2022	Fillmore Central	7:30pm

Girls' JV Volleyball		
09/09/2022	Hinsdale Central	6:00pm
09/10/2022	Allegany-Limestone Central	10:00am
09/13/2022	GVCS/Belfast	6:00pm
09/16/2022	Wellsville	6:00pm
09/20/2022	Houghton Academy	6:00pm
09/24/2022	Allegany-Limestone Central	10:00am
09/26/2022	Olean	5:00pm
09/28/2022	Cuba-Rushford	6:00pm
09/30/2022	Fillmore Central	6:00pm
10/05/2022	Hinsdale Central	6:00pm
10/07/2022	GVCS/Belfast @ GVCS	6:00pm
10/12/2022	Wellsville	6:00pm
10/14/2022	Houghton Academy	6:00pm
10/17/2022	Olean	5:00pm
10/19/2022	Cuba-Rushford	6:00pm
10/21/2022	Fillmore Central	6:00pm





## Future Career, Community Leaders of America (FCCLA) News



FCCLA celebrated Pride Month by making Pride Day Cookies. Students got together to decorate the cookies and had a grand time eating them.



*FCCLA student (Arli) with a decorated Pride Day Cookie.*

- FCCLA participated in Moving Up Day.
- FCCLA students made star shape cookies and presented them to the new 6th graders who arrived at the Bolivar Building on Wednesday, June 22.
- Arli, a member of FCCLA, helped the new 6th graders work on their locker combination.
- The students enjoyed the day which included a tour of the building.

FCCLA would like to thank Mrs. Swartout and Mrs. Crandall-Bean for their support.



FCCLA (Future Career, Community Leaders of America) sewed Comfort Pillows for guests at the Hart Comfort House in Wellsville.

The Comfort House of Allegany County is a nonprofit organization that offers free comfort care for those in their last three months of a terminal illness. Comfort care honors the well-being of every person and respects the dignity of human life.

We are grateful to Scott Swift, Executive Director of the Hart Comfort House, for supporting our call to help the community. Thank you, Hart Comfort House, for supporting Bolivar-Richburg's FCCLA



**FCCLA (Future Career, Community Leaders of America) will be sponsoring a Blood Drive on Tuesday, October 4, from 9 a.m. to 2:30 p.m.**



# *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:

**Mary Snyder, CSE Chairperson**  
Telephone number:  
**(585) 928-2561**

## *Who Do I See For?*

*(Middle / High School, Grades 6-12)*

Athletics .....	Mr. Allen
Attendance .....	Ms. Shelp / Ms Smith
Bus/Transportation .....	Ms. Feuchter
CSE .....	Mrs. Bokman / Mrs. Root / Mrs. Snyder
Cafeteria (reduced/free lunch) .....	TBA
Computers/iPads .....	TBA
Conduct, Student .....	Mr. Margeson / Mrs. Snyder
Courses (changes of schedule) .....	Guidance
Curriculum concerns .....	Mr. Margeson
Extra-Curricular Activities .....	Mr. Margeson
Detention .....	Mr. Margeson / Mrs. Snyder
Health Concerns .....	Mrs. Johnston
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. Margeson
Use of building .....	Main Office

## *Yearbook News*

It is never too soon to be thinking about the BRCS yearbook! Please reach out to Ms. Schena with any questions concerning yearbook. The plan is to continue with a yearbook that encompasses grades 6 through 12. Important information for seniors: senior pictures will be due no later than November 30, 2022. We will be working hard to adhere to that date to ensure a proper delivery of the yearbook by May 30, 2023. Remember to purchase your yearbook through JostensYearbooks.com or see Ms. Schena or Mrs. Donahue – 585-928-2561, ext. 4314 or 4222. The price of the yearbook is \$55.00. Personalization is also available for an additional cost. Purchase early and receive 4 free icons with your personalization. This is a \$25 value and is only available for a limited time. Reserve your 2022-2023 yearbook now – One Book. So Many Stories.





# 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. You will mail your tax payments to:

**Bolivar-Richburg CSD  
P.O. Box 207  
Warsaw, NY 14569**

If you will be paying your taxes in person, please do so at the FIVE STAR BANK in Cuba, or any location. **YOU WILL NO LONGER BE MAKING YOUR TAX PAYMENTS AT THE COMMUNITY BANK IN BOLIVAR.** Taxes are due by October 31, 2022 – no payments will be accepted in November.

**\*\*Just a reminder, if your taxes are not postmarked or paid in person by October 31, 2022, 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 any Five Star 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 Jessica Mitchell, 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.

## Title IX Coordinators for the Bolivar-Richburg Central School District

Susan Bokman  
Director of Special Education  
585-928-2914

Jeff Margeson  
Secondary Principal  
585-928-2561

# 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 2022-23 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](https://www.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  
2022-2023 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
<del>24</del> 31	25	26	27	28	29	30

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	<del>21</del>	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
<del>23</del> 30	24	25	26	27	28	29

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	25	26	27	28
29	30	31				

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	<del>21</del>	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.:	29 New Employee Orientation	
	30-31 Super. Conf. Day	
Sept.:	5 Labor Day	
	6 First Day of School	
Oct.:	7 Go Home Early Drill	
	10 Columbus Day	
	21 Students Half Day (AM) / Super. Conf. Day (PM)	
Student Days:	181	
Super. Conf. Days	3	
Parent/Teacher Conf.	1	
Rating Day	<u>1</u>	
Total Days	186	

Nov.:	11 Veterans' Day	
	21 Students attend (AM) / Parent/Teacher Conf. (PM) until 6 PM	
	22 No Students	
	Parent/Teacher Conf. (8 to 11:30 AM)	
	23-25 Thanksgiving Recess	
Dec.:	23-30 Christmas Recess	
Jan.:	2 New Year's Holiday	
	16 Martin Luther King Jr. Day	
	24-27 Regents Exams	
Feb.:	20-24 (President's Day) Mid-Winter Recess	

March:	17 Super. Conf. Day	
April:	3-7 Spring Recess	
	19-21 ELA Exams (Grs. 3-8)	
May:	2-4 Math Exams (Grs. 3-8)	
	16 Budget Vote Day	
	29 Memorial Day	
June:	5 Science Exam (Gr. 8)	
	19 Juneteenth	
	14-22 Regents Exams	
	21-22 Half Days (PK-6)	
	23 Last Day Teachers-Rating Day	
	25 Graduation Day	

 Super. Conf. Day – No Students	 Parent/Teacher Conf.	 No School	 District Offices Closed
 Super. Conf. Day – Students Half Day (AM)	 Students Half Day (AM)	 End of Quarter	





# 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

## 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.<sup>1</sup>

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.)

<sup>1</sup>These 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.*





## *BRCS National Jr. Honor Society Raises Funds & Awareness for Alzheimer's Research*

The BRCS National Junior Honor Society completed a successful and exciting community service project on Saturday, May 21. Under beautiful clear skies with high temps, the members of the NJHS washed cars for about 4 hours, raising awareness and funds for the Alzheimer's Association of WNY. Alzheimer's is an incurable disease that afflicts over 6 million Americans including thousands right here in Western New York. We are proud of our BRCS National Jr. Honor Society members and their contribution of \$650.00 to help find a cure for Alzheimer's!







## *Transportation Update- Precious Cargo*

The Transportation Department at Bolivar-Richburg Central School would like to thank everyone for all of your help for making the transportation of your children as safe and efficient as possible. Listed are the bus routes for the coming year. Please communicate, as soon as possible, any information needed to ensure that each student is transported to his or her proper location.

Be aware that students will be picked up and dropped off at their legal address unless the school is notified in writing. Also having your house number visible from the road makes locating your address much easier for the bus drivers.

**Please be sure to talk to your children about safe riding rules, such as listen and obey any direction given by the driver. Also remind your children to stay in their seats while the bus is moving. The bus rider's manual will be sent home with each student. Please review it with your child. .**

Thank you for your help!

*Ann Feuchter*  
Transportation Supervisor  
585-928-2561 ext. 8

### ELEMENTARY STUDENTS

Town hall- Kincaid & Plum

AM – ride bus # 26

PM – ride bus # 26

AM – bus stop at High School – bus # 26

PM – Friendship St. & High School – bus # 33

AM & PM – Liberty St. & first St. & Pleasant St. – bus # 27

PM – Second St. & Liberty St. & Railroad St. & Boss St. – bus # 30

AM & PM – Bus Stop at Pre-K & Olean St. – bus # 28

### HIGH SCHOOL STUDENTS

Richburg School & Richburg Fire Hall

AM & PM – ride bus # 22



### REGULAR BUS RUNS

#### Bus # 23

Driver: Cathy Dewe

High St., Ceres

Bells Brook

School St., Ceres

417W. – Ceres

Halls Crossing Rd. (Rte. 5c)

#### Bus # 28

Driver: Wally Dillon

Streeter Brook

Rte. 417W- Little Genesee

Coyle Rd.

South Main St., Bolivar

#### Bus # 26

Driver: Les Greene

County Rte. 18

County Rte. 33

Kansas Hollow (S. Bol. side)

Beers Hollow Rd.

417E Wellsville St.

#### Bus # 27

Driver: Charlie Winchell

Clarke Rd.

McKee Rd.-White Hill Rd.

Rte. 417E

Homestead Rd.

Phillips Hill Rd.

Kansas Hollow Rd. (Bolivar side)

Kossuth Rd.-Olive St

South Main St., Bol.-Forman Hollow

#### Bus # 29

Driver: Bill Vennard

Rte. 275

County Rd. 8

Dimmick Rd.

Zimmer Rd.

Pleasant Valley Rd.

Depot St.

#### Bus # 30

Driver: Randy White

Scott & Anderson Hollow

Horse Run Rd.

Mead & Miller Hollow

417W - Bolivar

Refinery Rd.

Bartlett Rd.

#### Bus # 22

Driver: Buddy Bar

County Rte. 1

Rte. 305N

Moulton Hill Rd.

County Rte. 40

Jordan Hill (Rte. 40 side)

Phillips Road

#### Bus # 31

Driver: Lynn Pinney

Daggett Hollow

Ret. 305

Higby Rd.

Cty. Rt. 40 to Stewart Rd.

Steward Rd. (lower & upper)

Harland Ames Rd. (uuper)

Pine Grove Rd.

County Rd. 40

#### Bus #20

Driver: Jeff Barnes

Emerson Rd.

Blaine Rd.

W. Notch

Wightman Rd.

Messer Hill Rd.

Deans Flats

#### Bus #23

Driver: Ed Elling

Sanford Hollow

Willow Brook Rd.

Rte. 417W

County Rte. 5

Salt Rising Rd. (Rte. 5A)





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

**Board of Education:**

Amanda McDonnell, President  
Jude Auman, Vice President  
Erin Baldwin  
Jarrod Bell  
Michelle Clark  
Kami Doane  
Michelle Robinson

**Administration:**

Michael A. Retzlaff, Superintendent  
Susan Bokman, Director of Special Education  
Megan Duke, Elementary Principal  
Jeffrey Margeson, Secondary Principal  
Mary Snyder, Assistant Principal  
Sarah Cartmill, Director of Curriculum  
Jessica Mitchell, School Business Administrator

NON PROFIT  
ORGANIZATION

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

**Current Resident**

**or Local Postal Patron**



## BRCS Food Stand at the Fair

Thank you to all the students, families, and community members who helped at the BR Food Stand at Allegany County Fair this summer. We received so many compliments on the quality of the food. Thank you as well to the Bolivar Shop 'N Save for their help with food and supplies.

