Dear Parents,

Welcome to Burr Intermediate School. Burr Intermediate School serves third through fifth grade children. The staff is committed to providing a high quality instructional program that meets the individual needs of children.

Students at Burr receive challenging instruction in whole groups, small groups and individually. Students have the opportunity to practice newly acquired skills through a variety of learning experiences in classrooms, science and computer labs, library, art, music, and physical education instructional areas.

Included in this Agenda/Planner is a “handbook” for parents and students. This handbook will acquaint you and your child with school activities, attendance, routines and procedures and will answer questions we most often hear about school programs.

Burr Intermediate School has a high quality program and staff to provide for your child’s educational needs. Your participation in this program is vital for your child to achieve his or her potential. Parents are encouraged to visit the school and to stay in communication with their child’s teachers. We encourage you to use the Agenda/Planner as one way of staying in contact with your child’s teacher.

We look forward to working with your children and you this school year.

Respectfully,

Paul Schmelter
Principal
SCHOOL-BASED MANAGEMENT

Mission Statement

The Burr Intermediate School SBM Committee is committed to pursuing issues and facilitating changes that will enhance the quality of education for all children.

STATEMENT OF PHILOSOPHY ON DISCIPLINE

The Commack School District believes that respect for adults, children, property, and the educational process will lead to an appreciation of others, a sense of fairness and pride in oneself.

Teachers and the administrative staff are the key persons responsible for the implementation and maintenance of the district's discipline policy.

Parents instill in their children moral and ethical standards. Parents provide their children with motivation to sustain them in their pursuit of a successful school career.

Students are entitled to an environment that fosters productive learning. Appropriate school behavior is critical to maintaining a safe and healthy learning environment.

The school personnel shall assist each student in a program of personal responsibility with a sensible Code of Conduct that focuses on safety and respect for the rights and property of others. Disciplinary action is necessary to maintain order in the school, on the bus and for the well-being for all students.

In keeping with this philosophy, the primary and intermediate schools have adopted a Code of Conduct necessary for all students in their respective buildings.

CODE OF CONDUCT

1. Students should enter and exit the building in a quiet and orderly manner.

2. Students have a responsibility to be prompt at all times.

3. Students are to observe the following routines when moving throughout the corridors:
   
   a. Walk at all times.

   b. Keep to the right hand side of the corridor.

   c. Talk quietly or not at all.

   d. Respect classes in session.
4. Students should wear neat, clean and appropriate clothing.

5. Chewing gum is not permitted.

6. Common courtesies should be extended to all.

7. No student should enter a room without adult supervision.

8. Students should be responsible and prepared for all school activities including gym clothing, textbooks, lunch or lunch money, homework, notebooks, musical instruments, etc.

9. No student is to use the pay telephone without permission from his/her teacher. Calls are not allowed for socializing.

10. Students are expected to take proper care of school books.

   a. Books must be covered at all times.
   b. Pupils will be required to pay for lost or damaged books.

11. To keep our school neat and clean and in good condition, students must

   a. Avoid littering rooms, corridors and playgrounds.
   b. Pick up litter and deposit it in a wastebasket.
   c. Handle school property with care.
   d. Never write on the walls of corridors, classrooms or bathrooms.

   Minor behavior problems such as the list above shall be corrected by the teacher/paraprofessional present. Repeated violations would result in the implementation of the Disciplinary Action cited below.

The following are unacceptable patterns of behavior.

12. Any act that endangers the safety of oneself or others (i.e. fighting, tripping biting, throwing objects).

13. Intentional destruction of school property.

14. Use of obscenities, written or spoken.

15. Continuous disruptive behavior.

17. Theft of personal or school property

18. Possession of illegal or disallowed items (fire crackers, weapons, tobacco, alcohol, drugs).

19. Cheating.

Disciplinary action, when necessary, shall be firm, fair, and consistent in order to be most effective in changing behavior, in accordance with the Code of Conduct established.

After listening to the child's explanation of the incident, an administrator will investigate. Should further action be necessary, any of the following procedures may be implemented.

**DISCIPLINARY ACTIONS**

The student will write a letter home explaining the incident.

Parents and teacher meet to discuss difficulties.

Principal, parents and teacher meet to discuss difficulties.

Student is sent home for a day.

Student is suspended from school/bus for a period of time.

Student is restricted from participation in school activities.

Parental support is indispensable to the successful resolution of any disciplinary problems.

**MASCOT & SCHOOL COLORS**

Burr - Mascot: Panther

Colors: Blue/Silver

**VISITORS:**

Parents and other citizens are encouraged to visit the school periodically during the course of the school year. All visitors **MUST** sign in with security in the front lobby and receive a badge before proceeding to their designation.

Throughout the school year there will be several opportunities to observe and participate in school activities. Notices are sent home indicating the specific times and dates.
ARRIVAL & DISMISSAL PROCEDURES:

Children are not permitted inside the building earlier than ten minutes prior to the start of the school day. For early morning activities, children are to remain in the Main Lobby until the arrival of the teacher-in-charge. Children should come to school only at the stated arrival times as no supervision is available for early arrivals.

All students must enter and exit through the doors in the front of the building. **NO cars are permitted (at any time) in the bus lane in the front of the building.** Children should be dropped off and picked up only in the parking lot area or near the school crossing guard.

It is against the law to pass a school bus when the lights are flashing.

Parents should try to schedule children's appointments, i.e. doctors, dentists, etc., outside of the regular school day. In the event that appointments are scheduled during the school day, parents are to report to the Main Office to sign out their child.

A child may be dismissed early if a note signed by the parent or guardian is delivered to the teacher, and the parent/guardian meets the child at the Main Office and signs him/her out.

BICYCLES:

Students are allowed to ride their bicycles to and from school. Written parental permission should be provided the first week of school. All bicycles should be walked onto school property and locked into the bicycle rack.

TRANSPORTATION:

Currently, transportation will be provided if your child lives more than ¼ mile from the Intermediate School. For further information please refer to the school district calendar or contact the Transportation Director at 754-7203. Children are required to take assigned buses and get off buses **at assigned stops only.** Any exception to this routine must be **requested in writing, stating the reason for the request,** by the parent/guardian and approved in the MAIN OFFICE of the Intermediate School **the morning the day the change is requested.** We do not permit children to ride other buses unless:

1. The child is an eligible bus rider.
2. No change in bus route is required.
3. The requested bus stop is a regular stop.
4. There is room on the bus.
5. There is prior written request from the parent and authorization by the principal.
6. No additional cost is incurred by the district.

Going to parties, staying overnight at a friend's house, etc. are not considered priority reasons for a temporary bus pass to be issued. Requests due to emergencies requiring students to take alternate transportation will be given priority. Your attention and cooperation to this regulation is appreciated. Parents are urged to instruct their children in rules of proper behavior. The school district reserves the right to suspend the privilege of bus transportation for students who threaten the safety and well-being of themselves and/or of other children.

**EMERGENCY CONTACT/DELAYED OPENING/ EARLY DISMISSAL:**

It is imperative that your child's Emergency Contact/Early Dismissal Cards be accurate and up-to-date. Please notify the school for any of the following changes: jobs, phone numbers, addresses or Emergency Contact people.

**Early Dismissals (Decision usually made by 10:30 a.m.)**

Please plan for and familiarize your children with specific actions they are to take when they arrive home if school is dismissed early due to bad weather or emergency conditions. Please do not include instructions to call you since school telephone lines are few in number and must be kept open for incoming calls. Children should know whether they are to go directly home or go to a neighbor's house, etc.

**School Closing**

The PTA has set up an emergency contact procedure in the event of school closing. Parents can phone 368-5555 for a recorded announcement of closing or delayed openings. At this point, if still in doubt, contact your class mother.

**Delayed School Opening**

We may use a delayed school opening procedure on inclement weather days when it appears that we can open safely at a later time. We will delay opening for one (1) or two (2) hours later than the normal schedule. Children will be transported back home on the normal transportation schedule.

You are urged to listen to one of these radio stations for information on school closing and delayed school openings:

- **AM/FM WALK 97.5**
- **WCBS 880 WJGM/WMJC 740 94.3**
- **WBAB 102.3 WHLI 1100 98.3**
- **WLIX 540 WBLI 106.1**
FIRE DRILLS/EMERGENCY MANAGEMENT PLANS/ BUS DRILLS

The Building Principal is responsible for conducting fire drills. This is done to instruct new students and staff to exit the school building in an emergency, in the shortest time possible and without confusion and panic. Fire drills shall include instruction on fire drill exits and fire alarm boxes, as well as fire drill procedures.

All students are expected to cooperate with staff members during fire drills, and to leave the buildings in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to teacher or administrative discipline.

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a "test" or drill of the Emergency Management Plan, including practice in sheltering students and staff, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" at least one week prior to the drill.

Copies of the Emergency Management Plan are available in the main office.

Bus drills are meant to instruct students on the proper procedures and behavior during normal transportation and emergency situations. Bus drills are held three times a school year.

LUNCH & RECREATION:

The nutrition of district students is an important factor in their education. The school, therefore, participates in federally funded programs, and shall provide free or reduced priced food services to qualified district students. A monthly menu is sent home providing prices and nutritional information. If a child normally buys lunch and forgets the money, children will automatically be issued a Lunch Charge Slip. Students are expected to repay the lunch money loan the following day. Parents are asked NOT to bring lunch money to school since the loan process is available. Parents may bring bag lunches to the MAIN OFFICE. The student's lunch should be labeled with his/her name and the name of the classroom teacher. The Teacher-Aide supervising the child's class will deliver the lunch to the child.

Students unable to participate in recreation due to injury, illness or behavior, will be supervised in other areas of the building.

PARENT-TEACHER COMMUNICATION:

CHAIN OF COMMAND:
Concerns about specific practices should be directed to the teacher concerned. If the matter is not settled satisfactorily, the parent shall then contact the building Principal; if there is no satisfactory resolution on this level, the Superintendent of Schools shall be contacted. The Superintendent shall refer the issue to the Board of Education for final resolution.

**Open School Night**

Early in the school year there will be an Open School Night to inform parents of curriculum and grade level expectations. An opportunity to sign up for Parent-Teacher Conference dates and times may be available at this time.

**Grade Reporting Period**

There are four (4) ten week report periods during the school year. The first is a parent/teacher conference in November. Written report cards will be sent home for the remaining marking periods. (See sample report card on the last page of the handbook).

**Phone Contact**

If you need to speak to your child's teacher, please send a note or call the Main Office and leave a message as to where and when you can be reached. Your call will be returned as soon as possible.

**Newsletter:**

Each month a newsletter is sent home listing upcoming events, student achievements, and different student activities.

**PROMOTION/RETENTION:**

Students will be placed at the best possible learning levels for successful educational experiences. Retention will be limited to those situations where, in the best interest of the child, a successful learning experience is reasonably assured. Parents will be notified if their child is "at risk".

**STANDARDIZED TESTING:**

Standardized tests are regularly given in grades 3,4,5 to determine student proficiency in the basic skills in reading, writing, math and science. Students who fall below basic "reference points" are automatically recommended for a remedial program, a requirement of New York State law. Parents will be notified by letter of students needing services.

Gr. 3 NYS Math, Spring

Cognitive Ability Test, Fall
Achievement Tests Reading/Math, Spring

Gr. 4 English/Language Arts Test, Winter

NYS Math Test, Spring

NYS Science (ESPET) Spring

Gr. 5 NYS Social Studies Test, Fall

Cognitive Ability Test, Fall

Achievement Tests Reading/Math, Spring

**RELEASE OF INFORMATION:**

A signed Release of Information form (signed by a parent or guardian) must be on file in the Main Office if a parent wishes any information to be released (written or verbally) to an outside professional i.e., psychologist, tutor.

**AIDS INSTRUCTION:**

In compliance with the regulations of the Commissioner of Education, the district will provide classroom instruction concerning Acquired Immune Deficiency Syndrome (AIDS) as part of a sequential and comprehensive health program for all students, K-12. The school provides age-appropriate instruction, which must include the following information:

1. the nature of the disease;

2. methods of transmission of the disease; and

3. methods of prevention of the disease (stressing abstinence as the most effective and appropriate protection against AIDS).

A copy of the course outlines (by grade level) is kept in the Main Office for public information. Parents may request to have their child/children excused from that segment of AIDS instruction regarding methods of prevention of the disease by filing a request with the Superintendent of Schools. The request must give assurance that such instruction will be given at home. Please contact the Building Principal for a copy of the request form.

The district has an advisory council consisting of members of the Board of Education, appropriate school personnel, parents and community representatives (including representatives from religious organizations). The advisory council is responsible for making recommendations on content, implementation, and evaluation of the AIDS instructional program.

**LIBRARY:**
The school library is open throughout the day. Classes have regularly scheduled library instruction and are assisted in choosing appropriate books. A flexible library schedule provides students with the opportunity to work on projects and reports. Children are responsible for the care and safe return of all library materials. Books can be borrowed and returned on a daily basis. Payment is expected for lost or damaged library materials.

**PHYSICAL EDUCATION:**

Two periods of physical education are provided to all students each week. Appropriate attire (sneakers and loose fitting clothing i.e. sweatpants, sweatshirts, shorts) is required.

*Wearing of jewelry is not permitted during the physical education class.*

Adaptive physical education is available to help students become successful in all skill areas of physical education.

Students will be given a physical fitness test twice a year. Parents will be made aware of their child's results. Scores on the physical fitness test will have no bearing on the report card grade.

**STUDENT ACTIVITIES:**

Students may be given the opportunity to participate in various school related activities during the school year. These may include Student Council, Continental Math League, Science Fair, Intramurals, etc.

**MUSIC:**

One period of General Music is provided to all students each week.

**Instrumental Music Lessons:** Instruction is available to all students in Grades 4 & 5. Some instruments may be rented from the district, but most instruments must be rented from outside sources. Information regarding instrument rental will be provided by the music department at the beginning of each school year.

**Individual Lessons:** Fourth and Fifth graders receive their lessons during the instructional day. They receive one lesson per week.

**Band & Orchestra:** In addition to individual lessons, there are band and orchestra rehearsals that take place prior to the instructional day.

**Chorus:** Membership in the chorus is open to all 4th and 5th grade students. Chorus rehearsal is an activity that takes place prior to the instructional day.

**Transportation:** Parents are required to provide transportation for those students attending activities prior to the instructional day. Parents are advised to consult building music departments for specific dates and times.
**ART:**

Each student receives one period of art per week which is supplemented in both the classroom and extra time in the art room.

The upper elementary art program teaches students various techniques while they explore a variety of two and three dimensional media. Pupils are exposed to museums, visiting artists, and changes of working locale. Additional motivation of after-school workshops provide a broadening of sights and sounds.

Outstanding student works are submitted to various competitions producing recognition and awards.

The students’ growth and success is ensured by encouraging them to let their hands create what is in their hearts.

**SPECIALIZED STAFF:**

A variety of support personnel are available for all students. Services are provided for long or short term needs. In addition to building administration and classroom teachers, the following specialists are available for consultation:

- English as a Second Language (ESL)
- Gifted/Talented
- Nurse
- Occupational Therapist
- Physical Therapist
- Psychologist
- Social Worker
- Skills Specialists (Reading/Language Arts/Math/Speech Academic Intervention Services)

A variety of instructional and support programs are available within the district.
CST Child Study Team
CSE Committee on Special Education
AIS Academic Intervention Services
RR Resource Room
Challenge and Discovery Program
ESL English as a Second Language
OT Occupational Therapy
PT Physical Therapy
Speech/Language Services

A Child Study Team (CST) meets regularly in each building to assess the needs of individual children at risk. Parents and/or teacher may request an evaluation. After evaluation is made, parents of qualified children are notified by the Child Study Team.

**HOMEWORK:**

Homework is an integral part of a student's education. The school encourages parental involvement with their child's/children's homework, while advising them that such work is ultimately the student's responsibility to complete.

Parents and the school share the responsibility for student learning. Parents can assist their child/children with homework by:

1. Providing a study area free of distractions and with good lighting.
2. Giving requested assistance, but letting the student do his/her own work.
3. Helping create a "homework habit", at the same time each night.

Parents should consult with teachers if they have a question about homework.

Homework assignments are included in determining a child's grade.

**HOMEWORK WHEN ILL:**

If your child is absent and is able to do assignments at home, please notify the Main Office by 10:30 a.m. so that books and assignments may be gathered. This work may be picked up in the Main Office by a parent at the end of the school day or sent home with another student.
**TELEPHONE USAGE AT SCHOOL:**

Due to the limited number of telephone lines coming into the Main Office and the Health Office for parents' incoming calls and our use, children are not permitted to use these telephones. Please see that your child always has 25 cents so he/she can call home in case of emergency, etc. A pay telephone is available for children's use in the hallways opposite the Art and Music rooms. Telephone use is subject to permission by the teacher/adult in charge.

**LOST AND FOUND:**

1. All personal items should be labeled for easy identification.

2. Misplaced articles found at school will be stored and displayed in a designated area.

3. Children should be encouraged to check the Lost & Found area periodically.

4. Contact District Transportation Office as soon as possible for items lost on the school bus. Call 912-2017 or 912-2020.

**FIELD TRIPS:**

Field trips are part of the educational experience for all children. Written parental consent must be returned to the school prior to participation in any trip. Children without parental consent must attend school and will be provided with a full day of instruction. Fifth grade students traditionally attend a three day overnight field trip for environmental study.

**SCHOOL HEALTH OFFICE:**

The school nurse is on duty at each school during school hours. Vision, hearing and scoliosis screening is given annually to all students.

New York State Department of Education requires that all third grade students, and new entrants have a health examination. This will be administered by the district physician unless the child submits a medical report for his/her own physician prior to October 1st.

All students must have appropriate up-to-date immunization records according to New York State Health Regulations, on file in the school health office.

**MEDICAL BUS:**

Special medical transportation is available for any child, regardless of the distance from school. A doctor's written request is required and two days advance notice is necessary to arrange the transportation. Contact the district Transportation Office.
PROLONGED ILLNESS:

In the case of prolonged illness or a serious accident, home tutoring may be arranged. The nurse and school principal should be notified. Home tutoring may be arranged by contacting the district's Office of Special Education.

SERVICES FOR THE DISABLED:

Each Intermediate School is equipped with facilities to accommodate disabled persons (ramps, bathrooms, elevators, etc.) Parents of children requiring special services, due to physical disabilities, should contact the Director of Student Services.

DISPENSING MEDICATION AT SCHOOL:

Board of Education policy dictates that medication can only be taken in school when administered by the nurse, with written direction from the doctor and written permission from a parent or guardian. Please remember that aspirin, Tylenol and medicated cough drops are considered medication and like all medication must be given according to school district policy. All medication must be submitted to the School Health Office for safe-keeping and children must report there to take it.

ABSENCES/LATENESS:

Notify the school nurse by telephone when your child is absent. *A 24 hour tape machine is available. The number is listed under "Reporting Absences". A signed follow-up note including dates and reason for absences is required. If a note is not received, the absence is considered illegal. If your child arrives after the official start of the school day, he/she must report to the School Nurse and/or Main Office, for a late pass. The student will be marked late and parental note is required. * See handbook phone directory or district calendar.

While it is certainly clear that trips to foreign lands and other states may contribute to a child's learning and may be the source of fruitful examples or illustrations for instructional purposes, it is, nevertheless, the responsibility of each child to be in school; of all parents to see that their children are in school; and of all staff members to discourage any interruptions to the regular instructional process. It is clearly the responsibility of teachers, administrators, and others on the school staff to discourage contemplated and planned absences if they are of an illegal nature. This includes situations in which youngsters are withdrawn from regular school attendance to accompany parents on business or vacation trips.

PTA:

PTA is a non-commercial and non-profit organization. Its yearly budget anticipates providing enough revenue to cover necessary expenses for the school year. This revenue is derived from membership dues and fundraising activities.

Membership:
1. PTA membership is open to all parents, teachers and concerned members of the community interested in quality education. You are encouraged to join the PTA at the school's annual Open House which is traditionally held early in the school year.

2. Meetings are held once a month. Dates and phone numbers are published in the school calendar and are listed in Newsletters.

3. You may also become a PTA member at any time during the year by contacting one of the PTA Board members.

**CLASS PARENT:**

Representative parents from each class help the classroom teacher and act as a liaison between school and home. These representatives assist with special projects, recruit parent help for special class activities and make phone calls in cases of school closing or emergency dismissals. Class lists are confidential and not for distribution.

**PTA SCHOOL ACTIVITIES:**

PTA supports and is involved with many additional school activities including the following:

- Book Fair
- School Pictures/Yearbook
- Holiday Boutiques
- Field Day
- Burringo Student Publication
- Teacher Recognition
- Fifth Grade End-of-year Activities
- Halloween Party
- Burr Reading Challenge

**AFTER SCHOOL ACTIVITIES:**

A variety of clubs are offered to educate and entertain the students. The classes such as art, sports activities, dance, computer, etc., are held after school. A nominal fee is charged. Parents must pick up their child on time following the activity. Notices are sent home as to dates, times and activities that are part of the After School
Activity program.

**ARTS IN EDUCATION:**

Many diverse programs in the arts, music, science and dance are presented to the students each year. They are intended to supplement and enrich the school curriculum. Funds for these assemblies and workshops are raised through PTA activities.

**SEPTA:**

Special Education PTA (SEPTA) represents all children in our district receiving Special Education services including Resource Room, Speech, Physical and Occupational Therapy, Self-contained and BOCES instruction.

**VOLUNTEER PROGRAM:**

The school district seeks volunteers to provide enrichment for our educational programs. Contact the Volunteer Coordinator listed in the school calendar.