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PHILOSOPHY STATEMENT

BOARD OF EDUCATION

We believe that every student in the Edwards-Knox Central School District is entitled to an equal opportunity for an education that will develop individual potential to the maximum and enable each to become a useful and participating citizen in our democratic society.

Knowing that each student is an individual and that wide and complex differences exist among students and their abilities, we shall make every effort to provide an educational program that will meet the needs, abilities, aspirations, and interests of each child.

With this in mind, the objectives of Edwards-Knox Central School shall be:

1. To teach the skills of reading, composition, listening, speaking, and computation, to develop these to as high a degree as possible so that each student may learn to read with comprehension at the top level of individual ability and to express oneself clearly and concisely, both in speech and writing.
2. To encourage creative and disciplined thinking and to strengthen the capacity for inquiry; to develop the ability to identify, define, and solve problems; to encourage competence and interest in self-instruction and independent learning.
3. To develop an understanding of, and a loyalty to, our American system of government with its rights, privileges, responsibilities, and duties and to understand the ways in which it differs from other forms of government, past and present; to emphasize the need for intelligent participation in government on all levels, as voters and possible future office holders.
4. To provide a fundamental understanding of the humanities, social and natural sciences, and mathematics. Further recognizing the community's expectation for strong college preparation, we will provide opportunities for excellence in these fields.
5. To develop an appreciation of and discriminating taste in literature, music, the performing and visual arts, and an appreciation of nature.
6. To provide instruction in physical education and to encourage participation in athletic programs, both intramural and interscholastic; to stress the importance of good mental and physical health habits; and to aid in the understanding of the role of sex in human life.

7. To foster an appreciation of the family and its importance to the individual and to society; to teach family economics of purchasing goods and services intelligently; and to offer instruction to the economic structure of our country and the way in which it differs from others.
8. To provide educational opportunities for the adults of the community as their interests and desires are expressed.

In meeting these objectives, the Board of Education will endeavor to provide the finest administrative, instructional and operation staffs, and physical facilities possible. We will provide the plan for the use of modern instructional aids. We will approve experimentation with new methods of instructions that the administration and staff believe will be of value to the educational system of the District in meeting the demands created by the prodigious growth of the world's knowledge.

It is also recognized that the education of a student is not confined to school alone. Much education is received at home, in the place of worship, and from the community. While we in the school have certain obligations for teaching, we stand ready, at all times, to cooperate with the home and other institutions and agencies interested in the well-being and all around development of children.

Lastly, it is recognized that this philosophy should be evaluated periodically. We live in a rapidly changing society, and this philosophy is but an instrument of guidance for education at Edwards-Knox. It should be amended or rewritten as often as necessary to ensure that our school system is meeting the needs of all our children and community.

MISSION STATEMENT

The mission of the Edwards-Knox Central School District is to provide positive learning experiences in order to maximize the growth and potential of each student and to serve as a learning resource for the entire community.

This mission will be achieved through teaching and learning in an environment which is safe and positive, which encourages students to become responsible and to respect themselves and others and which focuses on social, emotional and physical dimensions.

This mission will be achieved through the cooperative efforts of students, parents, the community, the Board of Education, the professional staff and the support staff.

Rules & Regulations For Maintenance
Of Public Order For
Edwards-Knox Central School District

I. In accordance with CHAPTER 740 LAWS OF 1972, ARTICLE 55, Section 2801 of NEW YORK

STATE EDUCATION LAW, the following are prohibited:

- A. Willful physical injury to any person.
- B. Willful damage to property.
- C. Willful disruption of the orderly conduct of classes or any other school program or activity.
- D. Entry upon any portion of the school premises for any purpose other than its authorized use.
- E. Willful interference with the lawful and authorized activities of others.

II. Penalties and procedures for violations of these rules and regulations are as follows:

- A. A licensee or invitee will have his authorization to remain in a school building or on school property withdrawn and shall be directed to leave the premises. If he fails to do so, the police will be notified.
- B. A trespasser or visitor without specific license or invitation will be subject to ejection. The person will be asked to leave, and if he does not, the police will be called immediately. If the violation involves any personal injury or property damage, the police will be notified.
- C. Students will be subject to suspension as outlined in the Education Law Section 3214.6 or lesser disciplinary actions as the case may warrant.
- D. A faculty member will be subject to dismissal according to Section 3020a of the Education Law if tenured, or Chapter 866 Laws of '72 if not tenured, or lesser disciplinary actions as the case may warrant.
- E. An employee in the classified service of the Civil Service, described in Section 75 of the Civil Service Law, will be subject to the penalties prescribed in said action.

- F. An employee other than one described in paragraphs D and E above will be subject to dismissal or lesser disciplinary actions as the case may warrant.
- G. The above will follow accepted principles of due process where said application dictates.

2009-2010 PERSONNEL

Superintendent of Schools/CSE Chairperson

Suzanne Kelly

Board of Education

Wheeler Maynard, Jr. – President

Teresa Hogle – Vice-President

Rick Brewer

Amanda Fuller

Bryan Gotham

Malissa Hale

Thomas O'Brien

Andrea Webb

Thomas Wood

Administrative Staff

Ronald Burke – Elementary Principal

Sherry Shattuck – Elementary Secretary

Jeffrey Davis – Jr.-Sr. High Principal

Melanie Manning – Jr.-Sr. High Secretary

Kay Amo – Secretary to the Superintendent/District Clerk

Sherry White – Committee on Special Education Chairperson

Guidance

Linda Alford – Guidance Counselor

Michelle Cummings – Guidance Counselor

Dawn Finnerty – Guidance Secretary

Psychologist

Sherry White

Claude Sprowls

Speech

Lisa Reynolds
Lynn Grant

EDWARDS-KNOX ELEMENTARY FACULTY – 2009-2010

Bailey, Julie-----	Librarian-----	184
Besaw, Charity-----	Occupational Therapist-----	205
Brewer, Lori-----	Physical Education-----	504
Brown, Melissa-----	Nurse-----	518
Bullock, Samantha-----	Kindergarten-----	105
Cassidy, Jeffrey-----	Grade 3-----	211
Cheney, Kristen-----	Title I Remediation Gr. 3-4-----	203
Cotton, Marcia-----	Library-----	184
Cummings, Michelle-----	Counselor-----	101A
Curley, Brenda-----	Inst. Music-----	317
Curtis, Melinda-----	Grade 5-----	208
Curtis, Monty-----	Special Education-----	201
Dandrow, Karen-----	Grade 6-----	204
Durham, Diane-----	Title I Remediation Gr. 5-6-----	701
Felix, Carrie-----	Grade 1-----	110
Foster, Fred-----	Grade 4-----	214
Fulmer, Kelly-----	Grade 2-----	116
Gotham, Lura-----	Grade 3-----	222
Grant, Lynn-----	Speech-----	305
Green, Gail-----	Kindergarten-----	103
Hance, Kathy-----	Grade 2-----	112
Kerr, Heather-----	Kindergarten-----	107
Kilander, Jennifer-----	Special Ed.-----	207
Koser, Denise-----	Grade 4-----	212
Lane, Lisa-----	PE-----	238
LaPoint, Margie-----	Grade 6-----	202
Lazovik, Nan-----	Art-----	104
Love, Rosaria-----	Title I Remediation Gr. 5-----	703
McGraw, Julie-----	Title I Remediation Gr. K-2-----	114
Macaulay, Joni-----	Pre-K-----	113
Montgomery, Kenneth-----	Physical Education-----	506
Rader, Lois-----	Grade 1-----	106
Reynolds, Lisa-----	Speech-----	220
Salego, Becky-----	Grade 5-----	210
Stevens, Pamela-----	Title I Remediation Gr. 1-2-----	111
Tulip, Kristin-----	Resource Room-----	216
Strome, Carol-----	Music-----	316
Swinwood, Laurie-----	Grade 1-----	210
Vachev, Brandie-----	Special Education-----	109
Ventura, Jillian-----	Music-----	317
White, Sherry-----	Psychologist/CSE Chair-----	209

TEACHER ASSISTANTS & AIDES

Carr, Cynthia-----	Teacher Assistant-----	216
Forsythe, Kimberly-----	Interpreter/Teacher Assistant-----	109
Fuller, Christine-----	Teacher Assistant-----	113
Grimshaw, Michelle-----	Teacher Assistant-----	300
Montville, Fred-----	Teacher Assistant-----	111/300
Solon, Mary-----	Teacher Assistant-----	109

Taylor, Patricia-----Teacher Assistant-----207
Thomas, Jill-----Teacher Assistant----- Kindergarten
Tresidder, Abigail-----Teacher Assistant----- 201
Turner, Amy-----Teacher Assistant----- 305

INSERT SCHOOL CALENDAR HERE!!

FIRE DRILL PROCEDURES

Fire Drills will be held during the first week of school and periodically thereafter.

1. All teachers will explain the fire drill procedures, talk each class through the procedure during the first week of school, and designate a meeting point approximately 100 feet from the building.
2. Classes will leave the building in an orderly fashion and will remain together until the all-clear signal has been given. **Each teacher will take attendance and remain with his/her class.**
3. Students will observe the following rules during a fire drill:
 - a. Do not take time to put on coats and pick up personal belongings.
 - b. Walk in a single file directly to appointed station.
 - c. Loud talking is not permitted.
 - d. Wait for signal to return, then return directly to the classroom.
4. The teacher whose classroom is close to a lavatory is responsible for clearing the lavatory of all occupants.
5. Be sure you know an alternative evacuation plan in the event your fire exit should be blocked.
6. Know the location of fire alarm pull stations and fire extinguishers.
7. All doors and windows should be closed and lights turned off when leaving a room.

EVACUATION PROCEDURES

Upon receiving a bomb plant telephone call, a school must be evacuated and occupants kept from the building for a period deemed necessary. During this time, the building is inspected for explosives. To be prepared for any evacuation, it is essential that the following procedures be well understood.

1. The signal for an evacuation will be the evacuation alarm and an announcement over the P.A. that "This is an evacuation."
2. Teachers and students should follow the fire drill procedures.
3. Teachers will then move all students to the bus garage and remain there until a thorough search of the building is made.

FIRE DRILL INSTRUCTIONS

Elementary Building

Rooms 100-102-104-106	Exit room and turn left (heading toward elementary office). Proceed to lobby and out main entrance doors.
Room 101	Exit room and turn right. Turn right into stairwell and exit door straight ahead. Proceed through courtyard to athletic field.
Rooms 103-105-107-113	Exit room through courtyard door. Proceed through courtyard to athletic field.
Rooms 108-110-112-114	Exit room and turn right (heading toward playground doors). Turn right to exit through playground doors and proceed past playground.
Room 109-116	Exit room and turn left (heading toward playground doors). Exit through playground doors and proceed past playground.
Room 111	Exit room and turn right (heading toward playground doors). Turn left to exit through playground doors and proceed past playground.
Room 201	Exit room and turn right. Go down stairs and exit outside door at foot of stairs. Proceed through courtyard to athletic field.
Room 202	Exit room and go straight ahead. Go down stairs and exit outside door at foot of stairs. Proceed through courtyard to athletic field.
Room 204	Exit room and turn left. Turn right down stairs and exit outside door at foot of stairs. Proceed through courtyard to athletic field.
Rooms 208-210	Exit room and go straight ahead (heading toward cafeteria). Room 201 check girls' bathroom. Turn right down stairs and exit outside door at foot of stairs. Proceed through courtyard to athletic field.
Room 203	Exit room and turn right. Check boys' bathroom. Proceed around corner, turn right down stairs, and exit

	outside door at foot of stairs. Proceed through courtyard to athletic field.
Rooms 205-207	Exit room and turn left. Turn left down stairs, exit through playground doors and proceed past playground.
Rooms 209-211	Exit room and turn right down stairs. Exit through playground doors and proceed past playground.
Rooms 216-218-220-222	Exit room and follow room 211 down stairs. Exit through playground doors and proceed past playground.
Rooms 212-214	Exit room and turn right. Follow room 205 down stairs. Exit through playground doors and proceed past playground.
Elementary and High School Library	Exit through outside door in Quarry. Proceed through courtyard to athletic field. Remain with Librarians.
Downstairs Cafeteria	Exit through outside door by dish room. Proceed across driveway to grassy area in front of school.
Upstairs Cafeteria	Exit through doors opposite windows and make a right. Turn right down stairs and exit doorway at bottom of stairs. Proceed across driveway to grassy area in front of school.
Instrumental Music/ Choral Music	Exit room through outside emergency door at back of room and assemble where designated.
Auditorium	Exit through nearest door in an orderly fashion. <ol style="list-style-type: none"> 1. Main doors (in back) – turn right and exit through doors to parking lot. 2. Side door (by Cafeteria) – turn left and proceed to lobby. Turn right and exit through main entrance doors.

3. Side door (by Music Room) – turn right and proceed to stairwell.
Exit door straight ahead. Proceed through courtyard to athletic field.

Media Center	Exit through outside door at back of room by stage. Proceed to athletic field.
Computer Lab	Exit room into hallway and turn right. Go into gym and exit outside doors at back of gym. Proceed to athletic field. *If gym is not accessible, proceed down to end of hallway and exit outside doors. Turn right and proceed up hill away from building.
Elem. Gymnasium	Exit through outside doors at back of gym. Proceed to athletic field.
Elem. Locker Rooms	Exit through outside emergency doors. Proceed to athletic field.
Swimming Pool	Exit through outside doors at deep end of pool. Proceed across driveway to grassy area.
Pool Locker Rooms	Exit doors into hallway. Turn left and exit doors straight ahead. Proceed across driveway to grassy area.

High School Gymnasium

Half of the gym toward parking lot: exit using cougar doors directly to the parking lot.

Half of the gym toward driveway: exit using doors by equipment room, and assemble across the driveway on grassy area.

High School Locker Rooms

Exit doors directly to back parking lot.

DISCIPLINE

All teachers are responsible for the control of the students in and around school, whether they are in class, study hall, library, gymnasium, cafeteria, or hallways.

Under Commissioner Regulations, teachers are not to use corporal punishment. An explanation of a teacher's parameters are summarized below:

SUMMARY OF AMENDMENT TO THE REGULATIONS OF THE COMMISSIONER OF EDUCATION REGARDING CORPORAL PUNISHMENT, EFFECTIVE JANUARY 16, 1985

Corporal Punishment

Corporal punishment means any act of physical force upon a pupil for the purpose of punishing that pupil. Corporal punishment shall mean the use of reasonable physical force for any of the following purposes:

1. To protect oneself from physical injury.
2. To protect another pupil or teacher or any other person from physical injury.
3. To protect the property of the school or of others.
4. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions, powers, or duties, if that pupil has refused to comply with a request to refrain from further disruptive acts; provided that alternative procedures and methods not involving the use of physical force cannot reasonably be employed to achieve the purposes set forth in one or four above.

The Board of Education does have liability insurance to protect teachers in legal matters, when teachers are carrying out their professional duties, board policy, and/or administrative directives.

TEACHER ABSENCES

When it is necessary for an elementary teacher to be absent from school because of illness, the teacher should call Mrs. Amo at 347-1700 **from 5:30 a.m. to 6:15 a.m.** Late calls mean less chance of finding substitutes. If it is a planned medical appointment, a form should be filled out and turned in to the elementary principal ahead of the absence to retain a substitute. An Employee Absentee Form should be filled out and turned in to the principal upon returning to school.

Personal days for teachers are to be approved at least 24 hours in advance by the principal. Requests for personal days are to be in writing and comply with specifications in the teachers' employment contract. When teachers are absent, an Employment Absentee Form is to be filled out and returned to the Elementary Principal.

It is the responsibility of the teacher to complete a "Substitute Needed" form for personal, sick, bereavement, or conference time. Time will be granted for a full day or half day, which goes to 11:30 for teachers.

If internal coverage is available, staff may take ¼ time, which is 1 hour and 55 minutes. This is only with the availability of coverage and approval by the administrator on an emergency basis.

EMPLOYEE ABSENTEE FORMS

Employee Absentee Forms are available in the Elementary Office and are to be filled out and handed in to the principal upon returning to school.

PLANS

Emergency sub plans are to be kept in the classroom of each teacher. Please complete the "Emergency Sub Cover Sheet" and submit a copy to the elementary office by September 14, 2009.

TEACHERS' INSTRUCTIONAL DAY

All teachers are to be at school and in their assigned area by 7:45 a.m. Teachers are to remain at school until 3:15 p.m. Monday through Thursday and 2:45 p.m. on Fridays.

When it is necessary to leave school early, the teacher is to request permission to do so from the principal.

SCHOOL DELAYS

There are schedule changes on days when the school starting time is delayed. The following two schedules were adopted in 1994 and remain in effect. Which schedule to follow is based upon the even/odd numbering of the actual delay.

First two-hour delay (First, Third, Fifth, etc., day delayed)

9:45 – 10:05 – Attendance
10:05 – 10:35 – Period 1
10:38 – 11:09 – Period 4
11:12 – Period 5, follow regular schedule

Second two-hour delay (Second, Fourth, Sixth, etc. day delayed)

9:45 – 10:05 – Attendance
10:05 – 10:35 – Period 2
10:38 – 11:09 – Period 3
11:12 – Period 5, follow regular schedule

Emergency Sub Cover Sheet

Teacher Name: _____ Rm.# _____ Grade: _____

Specials	Day	Period
Art		
Music		
Physical Ed.		
Library		
Keyboard/Computer Room		
Band		
Chorus		
DEER Club		

Recess Time: _____ Lunch time: _____

List any push-in or pull-out staff that will come to the room. (Speech, Title 1, R.R, 15-1-1, 12-1-1, SLU Tutor.....)

Bus Duty Dates: _____ Detention Duty: _____

Describe classroom rules and any behavior programs used: _____

Location of: materials to be used:

class list: _____ seating chart:

egress route in room: _____

Who will be most helpful to answer questions:

Hall pass procedures:

Additional comments:

Attach a detailed schedule including: times, subjects and materials for each day for a full week.

CLASS MANAGEMENT

Classes should be conducted in an orderly manner, and the teacher should maintain control of the class at all times. Assignments should be purposeful and educationally based. Every attempt should be made to grade all homework and tests, and these should be returned to students in a timely manner. Faculty is responsible to contact parents regarding homework issues and general behavioral concerns before involving the principal.

All teachers should post their classroom expectations, grading, and homework guidelines on their individual web pages.

PLAYGROUND RULES

1. Wear sneakers, closed shoes, or snow boots.
2. Sit on swing properly and swing correctly.
3. No rough play.
4. Follow age limits on equipment.
5. Do not jump off of the equipment.
6. One person on a slide at a time.
7. Go feet first on slide.
8. Do not throw any objects in the playground area.
9. Use appropriate language.
10. Stay in clear view.

USE OF PLAYGROUND EQUIPMENT

In order to comply with safety guidelines, the age limit restriction stickers will be closely adhered to during school hours. Students under the age of five will not be allowed to use the larger playground equipment.

An updated separate area is available for prekindergarten and kindergarten use as well as the swing set and sway fun.

In the spring, the kindergarten group will receive instruction on playground use, and then those students will be able to use the age-appropriate equipment. Teachers will monitor the younger students and reinforce safety.

RULES FOR SLEDDING

1. Only one person on a sled unless it is a longer sled.
2. Sit on the sled.
3. Walk up the hill on the outer paths not in the middle of the path.
4. Wait to go down the hill until the person in front of you is out of the way.
5. Wear appropriate clothing (hat, boots, snow pants, mittens or gloves).

6. Feet first.
7. No snow boards.

PLAYGROUND SUPERVISION

Teachers are expected to provide outdoor recess for their children when weather conditions are 32 degrees and above. Children should be advised to dress accordingly. If teachers assign recess detention or time outs, then one teacher in the grade level group may oversee this while the other two take the group outside. This arrangement must be made amongst co-workers and mutually agreed upon. Children are not to be made to sit outside during recess to serve detention or time out. Once all children are done serving their time, the teacher should escort the group out and help to monitor the outside activities.

ATTENDANCE PROCEDURES

1. Sign in to your computer and click on the web to school program.
2. Type in your username and password again for the program as directed.
3. From the menu bar select “Administration” and go down to attendance and then to “Detailed-Daily” and click to select. Your list of students will come up on the screen.
4. On the View/Modify Attendance screen, first check the date to ensure that it is for the current day, (i.e. for day one it would read 09/03/09).
 - a. In the Attnd. Category of the student(s) who are absent, click on the down arrow and highlight AB to select for each one.
 - b. Once all absent students are marked as absent, click OK at the bottom of the screen.
5. Attendance should be completed for the office **by 8:15 a.m.** each morning.
6. Send all excuses, bus passes, etc., to the elementary office by student messenger before starting first period classes.

Substitute Teacher Attendance Procedures

Use the provided class listing with student ID numbers to check attendance. Place the date at the top of the sheet. If all students are present, write “All Present “ on the sheet and send it to the office with a student messenger. If a student is absent, circle their name on the list and write “AB” next to the name. Send the sheet to the elementary office with a student messenger. Sheets should be submitted to the office by 8:10 a.m. each morning.

Parent Conferences/Report Cards

Conferences are held so that the teacher and the parent can examine together the strengths and weaknesses of the child. The end result of such a conference hopefully will be a measurable plan devised and agreed upon by both parent and teacher. If we are aware of each child's ambitions and shortcomings physically, socially, emotionally and mentally, then we can establish more insight into his/her behavior.

Teachers are to submit a copy of their letter sent home requesting a conference and schedule to the elementary office in advance. All parents should have the opportunity to come in if they choose.

ANNOUNCEMENTS

1. The Pledge of Allegiance will be lead daily on the PA system at 8:04 a.m.
2. Requests for announcements shall be submitted in writing to the elementary secretary prior to 8:00 a.m.
3. Daily announcements will be sent electronically this school year and can be accessed via the intranet.

BUS SUPERVISION

In order to provide for an orderly dismissal and bus loading, the administration will assign teachers and teacher assistants, on a rotating basis, to provide proper supervision of students at dismissal time. One staff member should be stationed in the lobby for classroom teachers to notify that their room is out. The other two staff will be outside: one staff will be stationed by the cafeteria door area, and the other will be in front of the elementary parking lot.

BUS SUPERVISION
2009-2010

Dates	#	Pre-K-2	Grades 3-6	Special
9/3-9/4	2	Macaulay	Lazovik	Monty Curtis
9/8-9/11	4	Fulmer	LaPoint	Stevens
9/14-9/18	5	Hance	Dandrow	Cheney
9/21-9/25	5	Swinwood	Curtis	Durham
9/28-10/2	5	Felix	Salego	Kilander
10/5-10/9	5	Rader	Koser	Tulip
10/14-10/16	3	Green	Foster	Vachev
10/19-10/23	5	Kerr	Gotham	White
10/26-10/30	5	Bullock	Cassidy	Besaw
11/2-11/6	5	Macaulay	Lazovik	Monty Curtis
11/9-11/13	5	Love	McGraw	Reynolds
11/16-11/20	5	Hance	Dandrow	Cheney
11/23-11/24	2	Fulmer	LaPoint	Stevens
11/30-12/4	5	Swinwood	Curtis	Durham
12/7-12/11	5	Felix	Salego	Kilander
12/14-12/18	5	Rader	Koser	Tulip
12/21-12/22	2	Green	Foster	Vachev
1/4-1/8	5	Kerr	Gotham	White
1/11-1/15	5	Bullock	Cassidy	Besaw
1/19-1/22	4	Macaulay	Lazovik	Monty Curtis
1/25-1/29	5	Love	McGraw	Reynolds
2/1-2/5	5	Fulmer	LaPoint	Stevens
2/8-2/12	5	Hance	Dandrow	Cheney
2/22-2/26	5	Swinwood	Curtis	Durham
3/1-3/5	5	Rader	Koser	Tulip
3/8-3/12	5	Kerr	Gotham	White
3/15-3/18	4	Felix	Salego	Kilander
3/22-3/26	5	Bullock	Cassidy	Besaw
3/29-4/1	4	Macaulay	Lazovik	Monty Curtis
4/5-4/9	5	Green	Foster	Vachev
4/19-4/23	5	Love	McGraw	Reynolds
4/26-4/30	5	Fulmer	LaPoint	Stevens
5/3-5/7	5	Hance	Dandrow	Cheney
5/10-5/14	5	Swinwood	Curtis	Durham
5/17-5/21	5	Felix	Salego	Kilander
5/24-5/28	5	Rader	Koser	Tulip
6/1-6/4	4	Green	Foster	Vachev
6/7-6/11	5	Kerr	Gotham	White
6/14-6/18	5	Bullock	Cassidy	Besaw
6/21-6/25	5	Love	McGraw	Reynolds

Clipboard

Cafeteria
Side

Parking
Lot Side

ELEMENTARY TEACHERS
LUNCH/RECESS SCHEDULE
2009-2010

GRADES 3 & 4

Lunch Duty		Recess Duty	
11:15 – 11:45	Lunch	11:50 – 12:20	Lunch
J. Cassidy	L. Gotham	L. Gotham	J. Cassidy
D. Koser	F. Foster	F. Foster	D. Koser
T.A.	C. Carr	Carr	T.A.

GRADES 5 & 6

Lunch Duty		Recess Duty	
11:55 – 12:25	Lunch	12:30 – 1:00	Lunch
B. Salego	K. Dandrow	K. Dandrow	B. Salego
M. Curtis	M. LaPoint	M. LaPoint	M. Curtis
P. Taylor	A. Turner	A. Turner	P. Taylor

GRADE 2: Share Recess Duty with Vachev: 2 outside and 1 inside

Staff	Grade Level	ELA Assigned Periods	Lunch Duty	Lunch
Cheney	3	1, 2	11:12 – 11:45 Up	11:50 – 12:20
	4	3, 4		
Durham	5	1, 2	11:55 – 12:25 Down	12:30 – 1:00
	6	3, 4		
Love	5	1, 2		
Kilander	6	3, 4		
Stevens	2	1, 2, 4	11:15 – 11:50 Down	11:55 – 12:25
	1	3 & TBD		
McGraw	2	1, 2	11:05 – 11:40 Down	11:45 – 12:15
	K	3, 4, TBD		
			11:05 – 11:50 (TA)	

All staff are subject to duty assignments including recess, breakfast, lunch, and/or detention. The duties will vary each school year depending on need.

Early Dismissal Lunch Schedule
2009-2010

REVISED 10/7/09

	Downstairs Cafeteria	Early Dismissal Lunch
Grade Kindergarten	Mrs. Bullock	10:20 – 10:40 (D)
	Mrs. Vachev	10:20 – 10:45 (D)
	Mrs. Green	10:23 – 10:43 (D)
	Ms. Kerr	10:26 – 10:46 (D)
Grade 1	Ms. Felix	10:30 – 10:50 (D)
	Mrs. Rader	10:33 – 10:53 (D)
	Mrs. Swinwood	10:36 – 10:56 (D)
Grade 5	Mrs. Salego	10:45 – 11:05 (D)
	Mrs. Curtis	10:48 – 11:08 (D)
	Mr. Curtis	10:48 – 11:08 (D)

Teachers remain with students.

	Upstairs Cafeteria	Early Dismissal Lunch
Grade 6	Mrs. Dandrow	10:20 – 10:40 (Up)
	Mrs. LaPoint	10:23 – 10:43 (Up)
Grade 4	Mr. Foster	10:26 – 10:46 (Up)
	Mrs. Koser	10:30 – 10:50 (Up)
Grade 3	Mr. Cassidy	10:33 – 10:53 (Up)
	Mrs. Gotham	10:36 – 11:06 (Up)
Grade 2	Mrs. Hance	10:40 – 11:00 (Up)
	Mrs. Fulmer	10:43 – 11:03 (Up)

Teachers remain with students.

REPORT CARDS – ELEMENTARY
Report Card Schedule

End of Report Period

November 6, 2009
January 29, 2010
April 9, 2010
June 24, 2010

Date Cards Issued

November 13, 2009
February 5, 2010
April 23, 2010
June 24, 2010

On the date of issue, all students will receive their report cards from their teacher.

All report cards should be signed by parents and returned to teachers no later than one week after issuance.

FACULTY MEETINGS/CONFERENCE DAYS

Faculty meetings are scheduled for the first Monday of each month that we are in school. These meetings will begin at 3:20 p.m. Meetings will be held in the Media Center. Other faculty meetings may be scheduled throughout the year. These will be announced in advance.

Attendance is mandatory and covered under the contract. If there are extenuating circumstances, please see the principal in advance.

September	8	-	Monday Staff Meeting
October	1	-	Monday Staff Meeting
	8	-	Fall Open House/Conferences (3:30-7:30 p.m.) (Students dismissed 11:30)
November	2	-	Monday Staff Meeting
December	7	-	Monday Staff Meeting
January	4	-	Monday Staff Meeting
February	1	-	Monday Staff Meeting
March	1	-	Monday Staff Meeting
	11	-	Spring Parent/Teacher Conferences (3:30-7:30 p.m.) (Students dismissed 11:30)
April	5	-	Monday Staff Meeting
May	3	-	Monday Staff Meeting

June 7 - Monday Staff Meeting

CONTRACTUAL HALF-DAYS ARE AS FOLLOWS: November 6, 2009, January 29, 2010, and April 9, 2010.

ASSEMBLIES

Assemblies will be arranged through the elementary office and will be listed on the monthly elementary calendar. It is expected that teachers will attend assemblies with their classes. Only teachers who have a planning period scheduled during the assembly will be excused from attending. Please refer to the seating assignment memo provided to avoid confusion and allow for orderly entrance. Be punctual and review behavioral expectations with your students.

NOTE: Grade levels for performances will be indicated on the calendar. Performance time will vary.

DAILY TIME SCHEDULE

Breakfast/Homeroom	7:45 – 8:05
Walk	8:05 – 8:20
Period 1	8:20 – 9:00
Period 2	9:03 – 9:43
Period 3	9:46 – 10:26
Period 4	10:29 – 11:09
Period 5	11:12 – 11:52
Period 6A	11:55 – 12:35
Period 6B	12:25 – 1:05
Period 7	1:08 – 1:48
Period 8	1:51 – 2:31
Period 9	2:35 – 3:12

PURCHASING POLICY & PROCEDURES

General:

1. Only the person designated by the Board of Education as purchasing agent may commit the district for a purchase. The Business Manager is designated by the Board of Education as the purchasing agent.
2. All requisitions must be approved by the Elementary Principal or Superintendent.
3. No purchase order will be executed without a properly filled out and approved requisition.
4. Only forms issued by the purchasing agent may be used for requisitions. Requisition forms are available in the Elementary Office and the Business Office.
5. Claim Reimbursement forms may only be used with prior approval from an administrator. Tax may not be reimbursed; pick up a Tax Exempt Form from the Business Office prior to shopping.

Procedure:

1. Fill out a requisition form with all required information and submit the form to the Elementary Principal.
2. If approved by the Principal, the requisition will be submitted to the Business Office and approved as a Purchase Order.
3. All purchase orders must be signed by the purchasing agent before issuance.
4. The following are designated as requisitioners: Superintendent of Schools, Elementary Principal, High School Principal, Head Mechanic, Head Custodian, and Teachers.
5. **Please note: do not confuse requisitions with budget requests.** Budget requests are filled out at the time of budget preparation and do not take the place of a requisition.

Directions for conference requests:

1. Submit to your building principal a completed EKCS Conference Request, Approval, and Expense Voucher form (purple) with the description of the conference attached and all funds requested.
2. Once approved, the Principal will return the form authorized by the Superintendent for a designated financial amount; it is the responsibility of staff to register themselves. There are **three** options available.

- a. Pay personally and submit a claim form for reimbursement.
- b. Submit a requisition form to obtain a purchase order and use the PO number to register (allot enough time).
- c. **If the company does not accept purchase orders and you would like to hold your registration with your personal credit card, a check can be requested from the business office. Allow a minimum of a week for the check to be written; complete a Check Request Form in the business office. This will allow you to have a school check the day of the conference.**

For those staff that will need to contribute to the funds necessary for a conference, you are required to make your contribution with the Business Office before a check will be cut. Please see the business office to take care of this financial transaction.

3. Expenses incurred: please submit receipts for lodging, mileage/gas, food, parking, and other related expenses (these must be prior approved/attached to a claim form).
Note: if you do not have a receipt, you will not be reimbursed. The school **cannot** reimburse for any taxes; be certain to obtain a tax exempt form to take with you.

USE OF THE SCHOOL BUILDING AND GROUNDS

Request for the use of district buildings and grounds are to be submitted for approval to the building principals or the Superintendent. All functions will be posted on the school web page for viewing.

SEXUAL HARASSMENT

Sexual harassment may include, but is not limited to, sexually degrading words or gestures; verbal sexual abuse; obscene phone calls; offensive sexual graffiti, pictures, or cartoons; subtle pressure for sexual activity; leering or staring; insulting remarks to a person about his or her gender or sexual orientation; demand for sexual favors accompanied by implied or overt threats; and unwanted touching, patting, pinching, or brushing.

E-K Sexual Harassment Policy – Civil Rights Act of 1963, Title VII

The Board of Education affirms its commitment to non-discrimination and recognizes its responsibility to provide for all district employees 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 all forms of sexual harassment by employees. Generally, sexual harassment is defined as unwelcomed sexual conduct of a sexual nature when:

- a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Board acknowledges that in determining whether sexual harassment has occurred, the perspective of the victim as well as the offender's conduct and/or intention should be evaluated.

Any employee who believes that he/she has been subjected to sexual harassment shall report all incidents of such conduct to the District's designated complaint officer through informal and/or formal complaint procedures developed by the District. In the event that the complaint officer is the offender, the complainant shall report his/her complaint to the next level of supervisory authority. All such reports will be held in strictest confidence.

Upon receipt of an informal/formal complaint, the District will conduct a thorough investigation of the charges. However, if the District has knowledge of or has reason to know of any alleged sexual harassment, the District is obligated, even in the absence of a complaint, to investigate such conduct promptly and thoroughly.

Based on the results of the District's investigation, immediate corrective action will be taken, up to and including, termination of the offender's employment in accordance with contractual and legal guidelines. The Board prohibits any retaliatory behavior directed

against complainants and/or witnesses. Follow-up inquiries shall be made to ensure that harassment has not resumed, and the victim and/or witnesses have not suffered retaliation.

The Board directs the Superintendent to develop regulations for resolving sexual harassment complaints. The Superintendent/designee(s) shall affirmatively discuss the topic of sexual harassment with all employees, express the District's condemnation of such conduct, and explain the sanctions for harassment. A copy of this policy and its accompanying regulations shall be posted in appropriate places and available upon request to all employees.

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

We are pleased to offer the students of Edwards-Knox Central School access to the district computer network for Internet access. To gain independent access (the use of the Internet during a student's free time) all students must obtain parental permission and must sign and return this form to the School.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Edwards-Knox Central School teachers who utilize the Internet for instruction will review the guidelines for its use. Parents and guardians should help set and convey the standards that their children should follow when using media and information sources. To that end, Edwards-Knox Central School supports and respects each family's rights to decide whether or not to apply for independent access. However, by not approving Internet access, a student's ability to research information will be limited.

Guidelines for Acceptable Use - Users are expected to follow these rules of network etiquette:

1. Users are to be polite and use appropriate language. Abusive and/or vulgar messages are not allowed.
2. Users are not to engage in illegal activities including sexually explicit material, gambling, and hate websites.
3. Users are not to reveal anyone else's address, phone number, or personal information out over the Internet.
4. Users cannot hold the district responsible for materials that he/she acquires on the network.
5. User's files are NOT private. The Network Administrator has access to all files.
 - Any messages relating to or in support of illegal activities may be reported to the authorities.
6. Users are not to use the network in any way that will be disruptive to other users.
7. Users are not to access, alter, or destroy any files.
8. Users may access the network ONLY for educational intent.
9. Users are not to investigate, download, or play Internet games that are not priorily approved by a teacher, use chat rooms (ICRs) or use Multi-Dimensions (MUDS).
10. Users are not to download or install any software to the computers.
11. Users are not to give out their username and password to anyone, nor are they to use another person's username and password to access the network.
12. Users will credit all materials in their work in keeping with copyright laws.
13. Users are not to employ the network for commercial purposes.
14. Users are to report any misuse of the system according to these rules to the administration.
15. Users are to treat the equipment with care and not abuse it.
16. Users are to follow printing guidelines and ask permission to print more than 25 pages or in color.
17. Users are not to use Proxy servers to access the Internet.
18. If you have any questions about using a computer not consistent with these guidelines, please ask a staff member.

The following are possible consequences depending on the severity of the offense and the impact it may have on others:

- Loss of privileges for 30 days.
- Loss of privileges for remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.

- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
- A discipline referral needs to be filled out by faculty/staff to report violations.

Additional disciplinary action may be determined at the building level for infractions that may violate existing practices (i.e. inappropriate language). When applicable, law enforcement agencies may be involved.

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

Pre-Kindergarten – Grade 2

User Agreement and Parent Permission Form – 2009-2010

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print)

Grade _____

Birth Date

Student

Signature

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print)

Street

Address

Town

Home

Telephone

Parents' Signature _____

Date

In order to have access to the network, **this form must be returned by Monday, September 14th** to your teacher. Children in Pre-Kindergarten – Grade 2 will not have individual accounts but will be logged onto the

network by their teacher provided that this form has been turned in with parental approval.

Revision 06/07

EDWARDS-KNOX CENTRAL SCHOOL

TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE

Grades 3-12

User Agreement and Parent Permission Form – 2009-2010

As a user of the Edwards-Knox Central School computer network, I hereby agree to comply with the stated rules on the reverse side- communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Name (please print)

Grade _____

Birth Date

Student

Signature

As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to use networked computer services at Edwards-Knox Central School as outlined in this document. I understand that my son or daughter will be held liable for the aforementioned violations.

Parent Name (please print)

Street Address

Town

Home Telephone

Parents' Signature Date

Teacher's Name (K-6th Grade Only) _____

In order to have your network account enabled, **this form must be returned by Thursday, September 17th** to your homeroom teacher. Until this form is returned, you will not have access to our network. **The school will create passwords for all students.**

ELECTRONIC DEVICE USE

Students are prohibited from using or having on or in an operational mode any paging device, mobile telephone, cellular telephone, Ipod, MP3, CD player, or electronic games, laser pointer or laser pen, or any other type of telecommunications or imaging device during the hours of 7:45 am to 3:15 pm while in the school building or associated with a school trip. The only exception would be with prior approval provided by an administrator when such a device is deemed necessary for a classroom assignment.

If an electronic device is displayed in school between 7:45 a.m. to 3:15 p.m., it will be confiscated by the teacher and given to the principal. It will be the responsibility of the parent to pick up the device at a mutually agreed upon time.

While students are permitted to possess such devices during the school day, they are to be kept in a backpack, purse, or pocket not visibly displayed. These devices are to be stored in the off mode. A student may use a cell phone after the school day has ended under the following circumstances:

- For purposes of contacting a parent or guardian to arrange transportation.
- In case of emergency.

Students are prohibited from using these electronic devices in any educational process which invades the privacy of students, employees, volunteers, or visitors. If a student violates this prohibition, then he/she is subject to discipline under this provision and/or any other provision in the School District Code of Conduct that may be applicable to the circumstances involved. This prohibition also includes the use of cameras, either still or video. At no time will cell phones or cameras be allowed in locker rooms or bathrooms.

It is up to the discretion of a coach, chaperone, or teacher if cell phones are to be used during school-sponsored events, including riding the bus. The use is for transportation purposes or contacting a parent/family member, not social interaction.

At no time is E-KCS responsible for the loss, damage or the usage of any of the above mentioned electronic devices while on school property.

STANDARDS FOR PROMOTION OR RETENTION IN GRADES 5-8

- * Students who fail one core subject area (math, English Language Arts, science, reading, and social studies) in grades 5-8 will be promoted to the next grade level. These students will be provided with academic assistance in their area of deficiency(ies) in an effort to bring their skills and knowledge to an appropriate level.
- * Students who fail two or more core subject areas in grades 5-8 may not be promoted unless they successfully complete summer school.
- * The options for grades 7-8 are:
 1. If your grades are between a 60-64, you can attend the EKCS Summer Program. After successful completion, you may only have one core subject area below 65 to be promoted to the next grade.
 2. If your grades are below a 60 percent in two or more core subject areas, you may only attend the Gouverneur or Canton Summer Schools. Transportation and the cost of these programs are up to the family of each student. Upon successful completion, the student will be promoted to the next grade. You may only have one core subject area remaining below a 65.
 3. Students receiving a final grade average of 63% or 64% for a course will be allowed the opportunity to do extra course work to raise that grade to a 65%. There are two criteria that must be met to be afforded this opportunity: a) the student must have completed 80% of the course work and b) the extra work/assignment must be mutually agreed upon by the teacher, student, and administrator, including guidelines and due date.
 4. Failure to attend or successfully complete summer school will result in the student being retained at their current grade level.
- * The options for grades 5-6 are:
 1. If your grades are below a 65, you can attend the EKCS Summer Program. After successful completion, you may only have one core subject area below 65 to be promoted to the next grade.
 2. Failure to attend or successfully complete summer school will result in the student being retained at their current grade level.
- * If a student is retained prior to grade 5 and is still not meeting the necessary requirements to pass while in grades 5-8, they will be referred to the appropriate educational committee. The committees will be made up of a variety of staff including guidance counselor, administrator, alternative/special education teacher, regular education teacher, school psychologist, and other pertinent members. The committee will review the individual student's academic program, progress, and discuss options including retention as well as the need for additional services or a referral to CSE.
- * Students who may have experienced extenuating circumstances will have the opportunity to meet with the educational committee. The outcome will be discussed and resolved by this group.

* Honor Roll and grade criteria for grades 5-8 are:

95 – 100	Outstanding Performance
90 – 94.9	High Honor Roll
85 – 89.9	Honor Roll
65% and above	Passing
64% and below	Failing

STUDENT BEHAVIORAL PLAN

WHEN DOES A CHILD NEED A BEHAVIORAL PLAN?

- * When behaviors are outside acceptable limits.
- * When behaviors are extreme, dangerous, or destructive, as compared to their peers of similar age, physical, social, or emotional levels.
- * When behaviors interfere with the instruction of students making the environment not conducive to learning.

HOW IS A BEHAVIORAL PLAN CREATED?

- * Meeting with principal, school psychologist, counselor, teacher, and parent to discuss behavior and possible interventions.
- * Once behavioral plan is written, principal, parent, teacher, and student should sign.
- * Principal and teacher should hold copies of the plan. Copies should be given to special areas and any support services involved with the student.
- * Any changes to the behavioral plan should be discussed with the principal. Changes should be documented and parents notified, as well as all special area and support services involved.

WHAT TO EXPECT

You always achieve symptom relief before you achieve cure.

Week 1 = first testing the limits

Week 2 = honeymoon

Week 3 = second testing for limits and consistency

Week 4 = begin behavior change

It will take three to six months to see a lasting change in attitude and self-concept.

AT THE END OF THE YEAR

- * Teachers should shred behavioral plans at the end of the year. Principal will hold the original behavioral plan in a file. Behavioral plans should be mentioned on student's end-of-year summary sheet.

DETENTION GUIDELINES

Teacher Guidelines For Detention

1. Detention will be held on Tuesday and Thursday for a minimum of 30 weeks during the year.
2. No more than six students may be assigned per night.
3. Students may only be assigned by the Elementary Principal.
4. Detention will be held in the detention teacher's classroom unless alternate arrangements are approved.
5. The detention teacher will pick students up in the Elementary Office after taking their own class to the busses.
6. At no time are the students to be left alone.
7. Students are to come with everything they need to go home. They are not to go back to their lockers.
8. Detention teachers will escort students to the late bus and make sure they get on it.
9. If there are no students assigned detention on your day (or we have a snow day or early closing), your obligation for duty for that day is fulfilled.
10. It is the responsibility of the teacher to provide coverage for their days if they are absent or unable to make their chosen times.

Student Guidelines For Detention

1. Students report to the Elementary Office to be picked up by detention teacher.
2. Students are to come prepared to work or read.
3. Work will be assigned if necessary.
4. No talking.
5. No eating or drinking.
6. Any inappropriate behavior may result in an additional after-school detention being assigned.

ELEMENTARY STUDENT DISCIPLINE

The following behaviors and corresponding actions will apply to all elementary school students on school property and at school sponsored activities. Offenses, not beyond the following degree of severity, will be covered by these disciplinary actions.

Grades (Pre-K-6)

Classroom disruption; tardiness; foul or abusive language or gestures; minor vandalism; failure to complete assignments; absence from assigned detention; inappropriate cafeteria behavior; excessive absenteeism; sexual harassment; forging documents; tampering with computers; copying; cheating on homework or classwork; minor fights (name calling, pushing and shoving, including hitting, kicking, and biting).

To be administered by classroom teacher:

- | | |
|--------------------------------------|---|
| 1 st Step: | Verbal reprimand and corrective response. |
| 2 nd Step: | Withdrawal of privileges and possible parental contact. |
| 3 rd Step: | Referral to principal and parental contact. |
| 4 th and subsequent Steps | Referral to principal for action. |

Behaviors: Foul or abusive language or gestures toward staff members; fighting; harassment (threats, name calling, hitting); extreme sexual harassment; extortion; possession of weapons or other objects used for malicious; use or possession of chewing tobacco, cigarettes, or other tobacco products; use or possession of alcohol, other illegal substances, or drug paraphernalia.

- | | |
|--------------------------|--|
| 1 st Offense: | Referral to principal, parental contact, removal from the environment, detention, and possible in-school or out-of-school suspension. |
| 2 nd Offense: | Consequences are done in a sequential process appropriate to the age of the individual, severity of the action, and understanding of the offense. When dealing with bussing concerns, a loss of riding privileges will be assigned when other consequences prove unsuccessful. |

INSERT STUDENT REFERRAL HERE!!

Edwards Knox Central School

End of Year Summary Sheet

Pre - Kdgn Level

Spring Testing - Date: _____

Student's Name _____

Teacher _____

Basic Readiness:

Recognizes Colors: _____ /11

Recognizes Shapes: _____ / 6

horizontal line, vertical line, circle, cross, square, triangle

Recognizes numbers: up to _____

Recognizes capital letters _____ /26

Recognizes left / right _____ yes _____ no

Fine Motor Skills: (paper attached)

Check if student CAN do:

Write his/her own name _____

Draw a person _____

Few parts present, most parts present, all parts present

Draw Shapes _____

horizontal line, vertical line, circle, cross, square, triangle

Write some numbers _____

Use scissors to cut on a line _____ yes _____ no

Listening/ Speaking Skills:

Check if student CAN do:

Can follow one step directions _____

Can stay focused for at least five minutes _____

Can communicate with adults _____

Speech can be understood _____

Participates in class discussions _____

Dominates discussion, responds appropriately, needs prodding to answer

Reading: Done orally

Check if student CAN do:

Can recognize his/her own name and names of at least two friends _____

Can tell a three step story _____

Can recall story details _____

Can read a repetitive story _____

Can identify _____ (up to ten) **sight words** (from 100 most frequent words)

Can recognize rhyming words _____

Teacher Narrative:

Edwards Knox Central School
End-of-Year Summary Sheet for Kindergarten

Name: _____

Year: _____

Teacher: _____

Grade: _____

Letters: /26
 Total: /52

Sounds: /26

Must know both capital &
lower case to get a point

Sight Vocabulary: High Frequency Words

Total: /40

Fill in the appropriate stage achieved in the spring (green)

For Students who are Reading:

Non-Reader (highlight

if applicable)

Guided Reading Level:

Instructional Level A B C D E F G H I J K L M N O
 P Q R S

(From Running Record)

Fluency: Sounding and hesitations Sounds out some words Reads
 with no hesitations
 slow reading rate

Comprehension: Fair Adequate Very Good

Writing:

ELA Rubric (Response sheet attached and evaluated)

Math Skills: 4th quarter average: _____

Saxon Assessment

Mastery of Phonological Awareness Skills

	Areas	Check if Mastered
1.1	Awareness of Gross Differences	
1.2	Rhyme Recognition	
1.2	Rhyme Productions	
1.3	Syllable Blending	
1.3	Syllable Segmentation	
1.3	Syllable Deletion	
2.1	Initial Consonant Segments	
2.1	Final Consonant Segments	

	Areas	Check if Mastered
2.3	Onset and Rime	
3.1	Phonemic Segmentation	
3.1	Deletion of Initial Sounds	
3.1	Deletion of Final Sounds	
3.2	Phonemic Synthesis (Blending)	
3.3	Phonemic Manipulation (Initial Sound & Consonant)	
3.3	Phonemic Manipulation (Substitution)	

Continued on back

Interventions:

	Title I/AIS		15:1:1		12:1:1		Resource		# X's per cycle
	Rec'd.	Rec.	Room	Rec'd.	Room	Rec'd.	Rm.	Rec'd.	
Reading									_____/cycle
Writing									_____/cycle
Math									_____/cycle

(Check all that apply)

Services	Received	Recommended
Speech & Lang.		
Banana Splits		
Counseling		
Retention		
Strategy Review		
Please list any medical concerns:		

Teacher next school year:

Additional Comments:

Continued on back

Interventions:

	Title I/AIS		15:1:1		12:1:1		Resource		# X's per cycle
	Rec'd.	Rec.	Room	Rec'd.	Room	Rec'd.	Rm.	Rec'd.	
Reading									_____/cycle
Writing									_____/cycle
Math									_____/cycle

(Check all that apply)

Services	Received	Recommended
Speech & Lang.		
Banana Splits		
Counseling		
Retention		
Strategy Review		

Teacher next school year:

Additional Comments:

Please list any medical concerns:

Edwards-Knox Central School
End-of-Year Summary Sheet for 2nd Grade

Name: _____

Year:

Teacher: _____

Grade:

Sight Vocabulary: High Frequency Words /100 Proficiency Date:

Running Record: Kdgn. beg. 1st beg. 2nd beg. 3rd
beg. 4th

Guided Reading Level: A B CDE FGHI JK LM
NO PQRS

(From Running Record) Instructional Reading Level with at least 80% comprehension proficiency

Harcourt Brace Comprehension Score:

(Vocab. and Comprehension only)

TOTAL: _____ **Criterion**

Score: _____

S.T.A.R. Computer Comprehension Score: (if you use it)

Math Assessment Score:

Last four assessments _____ _____ _____

ELA Writing Level – Writing Rubric Attached

Circle the appropriate stage achieved in the spring (green)

Comments:

Continued on back

Interventions:

	Title I/AIS		15:1:1		12:1:1		Resource		# X's per cycle
	Rec'd.	Rec.	Room	Rec'd.	Room	Rec'd.	Rm.	Rec'd.	
Reading									_____/cycle
Writing									_____/cycle
Math									_____/cycle

(Check all that apply)

Services	Received	Recommended
Speech & Lang.		
Banana Splits		
Counseling		
Retention		
Strategy Review		

Teacher next school year:

Additional Comments:

Please list any medical concerns:

EKCS Summary Sheet for Grade 3 (Confidential)

Name: _____

Year: _____

Teacher: _____

Please record the following information:

Assessment	Performance Level (Circle one)				SS Range #
	1	2	3	4	
NYS ELA					
NYS Math					

Subject Area	Average
Reading	
Language	
Math	
Social Studies	
Science	

	Title I/AIS		15:1:1 Room		12:1:1 Room		Resource Room		Areas of Concern (Circle)	# X's per cycle
	Rec'd.	Rec.	Rec'd.	Rec.	Rec'd.	Rec.	Rec'd.	Rec.		
Reading									Comprehension Speed/fluency Inferential Literal Listening	_____/cycle
Writing										_____/cycle
Math									Facts Computation Problem solve	_____/cycle

Reading Comprehension:

Comprehension: Possible Score Criterion Score Pupil Score

54

30

Student's Proficiency Level
Below, At, or Above Grade Level

FALL SPRING

Listening / Extended Response

Listening:

Extended Response Sample

Extended Response:

Writing Sample and Writing Rubric Attached

Writing:

expectations

Continued on back

expectations

level expectations

M=meets grade level

B=below grade level

E=exceeds grade

EKCS Summary Sheet for Grade 4 (Confidential)

Name: _____

Year: _____

Teacher: _____

Please record the following information:

Assessment	Performance Level (Circle one)				SS Range #
	1	2	3	4	
NYS ELA	1	2	3	4	
NYS Math	1	2	3	4	
NYS Science	1	2	3	4	

Subject Area	Average
Reading	
Language	
Math	
Social Studies	
Science	

	Title I/AIS		15:1:1		12:1:1		Resource		# X's per cycle
	Rec'd.	Rec.	Room Rec'd.	Room Rec.	Room Rec'd.	Room Rec.	Rm. Rec'd.	Rm. Rec.	
Reading									_____/cycle
Writing									_____/cycle
Math									_____/cycle

(Check all that apply)

Services	Received	Recommended
Speech & Lang.		
Banana Splits		
Counseling		
Retention		
Strategy Review		

Teacher next school year:

Additional Comments:

Please list any medical concerns:

EKCS Summary Sheet for Grade 5 & 6 (Confidential)

Name: _____

Year: _____

Teacher: _____

Grade: (Circle)

5 or 6

Please record the following information:

Assessment	Performance Level (Circle one)				SS Range #
	1	2	3	4	
NYS ELA					
NYS Math					
NYS Soc. St.					

Subject Area	Average
Reading	
Language	
Social Studies	
Math	
Science	

	Title I/AIS		15:1:1 Room		12:1:1 Room		Resource Room		Areas of Concern (Circle)	# X's per cycle
	Rec'd.	Rec.	Rec'd.	Rec.	Rec'd.	Rec.	Rec'd.	Rec.		
Reading									Comprehension Speed/fluency Inferential Literal Listening	_____/_____ cycle
Writing										_____/_____ cycle
Math									Facts Computation Problem solve	_____/_____ cycle

(Check all that apply)

Services	Received	Recommended
Speech & Lang.		
Banana Splits		
Counseling		
Retention		
Strategy Review		

Teacher next school year:

Additional Comments:

Please list any medical concerns:

2009-2010 CALENDAR OF EVENTS

September 3	6:30 pm: Parents' Association meeting in library
September 8	3:20: Faculty meeting
October 1	6:30 pm: Parents' Association meeting in library
October 2	End of 5-week progress (21 days)
October 5	9:00 am: grades due on computer for grades 5-6 Print verification reports
October 6	12:00 pm: verification reports due to Sherry
October 8	11:30 am: students dismissed early 3:30-7:30 pm: Fall Open House/Conferences Progress Reports go home
October 12	NO SCHOOL – COLUMBUS DAY
October 13	NO SCHOOL – STAFF DEVELOPMENT DAY
October 1 House/Conf.)	3:20 pm: Faculty meeting (not 10/6 due to Oct. 8 Open
October 30	1:15 pm: Halloween Parade in Big Gym
November 2	3:20: Faculty meeting
November 5	6:30 pm: Parents' Association meeting in library
November 6	End of 1 st marking period (44 days total) 11:30 am: students dismissed early (contractual ½ day)
November 9	9:00 am: grades due on computer Print verification reports
November 10	12:00 pm: verification reports due to Sherry
November 11	NO SCHOOL – VETERANS DAY
November 13	Report Cards go home
November 16	8:00 am: grade 5 NYS Social Studies Test

November 17	8:00 am: grade 5 NYS Social Studies Test
November 24	8:15 am: K-4 Awards Assembly 1:00 pm: 5-8 Awards Assembly
November 25-27	NO SCHOOL – THANKSGIVING DAY RECESS
December 3	6:30 pm: Parents’ Association meeting in library
December 7	3:20 pm: Faculty meeting
December 11	End of 15-week progress (21 days)
December 14	8:00-3:00: Holiday Program practice 9:00 am: grades due on computer Print verification reports
December 15	8:00-3:00: Holiday Program practice 12:00 pm: verification reports due to Sherry
December 16:	8:00-3:00: Holiday Program practice
December 17:	8:00-3:00: Holiday Program practice
December 18	8:00-3:00: Holiday Program practice
December 21	9:00 am: Holiday Program Rehearsal 1:15 pm: Holiday Program Community Performance
December 22	12:00-3:00 pm: Holiday Sing Progress Reports go home
December 23- January 1	NO SCHOOL – WINTER BREAK
January 4	3:20 pm: Faculty meeting
January 7	6:30 pm: Parents’ Association meeting in library
January 18	NO SCHOOL – MARTIN LUTHER KING, JR. DAY
January 29	End of 2 nd marking period (47 days total) 11:30 am: students dismissed early (contractual ½ day)
February 1	9:00 am: grades due on computer

	Print verification reports 3:20 pm: Faculty meeting
February 2	12:00 pm: verification reports due to Sherry
February 4 February 5	6:30 pm: Parents' Association meeting in library Report Cards go home
February 11	8:15 am: 5-8 Awards Assembly 1:00 pm: K-4 Awards Assembly
February 15- February 19	NO SCHOOL – MID-WINTER BREAK
March 1	3:20 pm: Faculty meeting
March 4	6:30 pm: Parents' Association meeting in library
March 5	End of 25 week progress (20 days)
March 8	9:00 am: grades due on computer Print verification reports
March 9	12:00 pm: verification reports due to Sherry
March 11	11:30 am: students dismissed early 3:30-7:30 pm: Spring Conferences Progress Reports go home
March 19	Optional Staff Development Day
April 1	6:30 pm: Parents' Association meeting in library
April 2	NO SCHOOL
April 5	3:20 pm: Faculty meeting
April 9	End of 3 rd marking period (43 days total) 11:30 am: students dismissed early (contractual ½ day)
April 12- April 16	NO SCHOOL – SPRING BREAK
April 19	9:00 am: grades due on computer Print verification reports

April 20	12:00 pm: verification reports due to me
April 23	Report Cards go home
April 26	8:00 am: grade 3 NYS ELA Test 9:46 am: grade 6 NYS ELA Test 12:25 pm: grade 4 NYS ELA Test
April 27	8:00 am: grade 5 NYS ELA Test 9:43 am: grade 3 NYS ELA Test 9:46 am: grade 6 NYS ELA Test 12:25 pm: grade 4 NYS ELA Test
April 28	9:46 am: grade 6 NYA ELA Test 12:25 pm: grade 4 NYS ELA Test 1:51 pm: grade 5 NYS ELA Test
May 3	3:20 pm: Faculty meeting
May 4	8:15 am: K-4 Awards Assembly 1:00 pm: 5-8 Awards Assembly
May 5	9:46 am: grade 4 NYS Math Test 12:25 pm: grade 3 NYS Math Test
May 6	8:00 am: grade 5 NYS Math Test 9:46 am: grade 4 NYS Math Test 12:25 pm: grade 3 NYS Math Test 1:51 pm: grade 6 NYS Math Test 6:30 pm: Parents' Association in library
May 7	8:00 am: grade 5 NYS Math Test 9:46 am: grade 4 NYS Math Test 1:00 pm: grade 6 NYS Math Test
May 14	End of 35 week progress (20 days)
May 17	9:00 am: grades due on computer Print verification reports
May 18	12:00 pm: verification reports due to Sherry
May 19	8:00-3:00: Kindergarten Screening in media center Progress Reports go home
May 20	8:00-3:00: Kindergarten Screening in media center

May 25 All day: grade 4 NYS Science Performance Test

May 31 NO SCHOOL – MEMORIAL DAY

June 3 6:30 pm: Parents' Association meeting in library

June 7 9:46 am: grade 4 NYS Science Written Test
3:20 pm: Faculty meeting

June 18 9:00 am: grades due on computer (44 days)
Print verification reports

June 21 12:00 pm: verification reports due to Sherry

June 23 8:15 am: K-4 Awards Assembly
6:00 pm: Kindergarten Graduation in auditorium

June 24 8:00 am: 5-8 Awards Assembly
Report Cards go home
LAST DAY OF SCHOOL