

2009-2010

Edwards - Knox Elementary



Student Handbook

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Suzanne L. Kelly
Superintendent of Schools

EDWARDS-KNOX CENTRAL SCHOOL DISTRICT

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Ronald Burke
Elementary Principal
562-3284 or 562-3210

September 2009

Dear Parent/Guardians:

By working together we can increase the success of each child. It is important to have a strong relationship between home and school. An open line of communication with the teachers, support staff, and office is a goal for all of us to strive for.

It seems that life can get so busy and hectic with all the demands placed on the child, family, and school. Keep informed, ask your child about their day, and discuss upcoming events. Look for important information in your child's Friday folder or planner.

Studies have shown that when parents actively participate in their children's education, there is greater success at school. One method to promote student achievement is to create a School and Parent Compact. This document helps to define the roles of each of the key players: the child, parent, and school. It outlines the responsibilities to help promote academic achievement. In accordance with the No Child Left Behind Act, a group of parents and staff created this compact.

Please read the compact over and discuss it with your child. Each teacher will do the same with their students to increase their understanding and familiarity with this form. In order to improve communication and strengthen our relationship, everyone must understand his or her expectations. We ask that you return a signed copy of this compact to your child's classroom teacher to be kept on file. The signature indicates that you are a willing participant and in agreement with your role. Together we will all make an effort to support one another and prepare our children to meet higher standards and strive for personal gain.

Sincerely,

Ronald Burke
Elementary Principal



**Edwards-Knox Elementary School
Parent, Student and School Compact**



IN ORDER TO PROMOTE STUDENT ACHIEVEMENT:

AS A SCHOOL, WE WILL:

- ☞ Encourage and welcome parents into the classroom for planned activities.
- ☞ Help keep your child safe by having all parents and visitors sign in at the office for an identification tag.
- ☞ Communicate with parents, as needed, to keep them informed of their child’s progress.
- ☞ Prepare carefully so your child receives quality instruction each day.
- ☞ Encourage your child’s natural curiosity in all areas of learning.
- ☞ Respect your child’s opinion each day and try to listen carefully to him/her.
- ☞ Seek the help of others to meet your child’s needs.
- ☞ Notify parents of special circumstances within the school environment that are affecting your child’s learning/behavior.

Signature of Teacher

Date

Signature of Principal

Date

AS A PARENT, I WILL:

- ☞ Read and discuss the student handbook with my child.
- ☞ Expect my child to be respectful and work hard in school.
- ☞ Establish regular routines for homework and bedtime.
- ☞ Monitor the amount of TV my child watches and encourage physical activity.
- ☞ Get to know my child’s teacher(s) early in the year.
- ☞ Encourage my child’s interest in learning, especially through reading.
- ☞ Keep the school informed of unusual circumstances that may affect my child’s learning/behavior in school.
- ☞ Ensure my child’s attendance at school.
- ☞ Send a written explanation for any absences the day(s) my child returns to school.

Signature of Parent

Date

AS A STUDENT, I WILL DO MY BEST TO:

- ☞ Actively participate in class.
- ☞ Carefully complete homework and return on time.
- ☞ Follow all school rules.
- ☞ Respect others’ feelings, property, and opinions.
- ☞ Understand I may seek the help of others.

Signature of Student

Date

Elementary Parent/Student Handbook

OFFICE/SCHOOL PROCEDURES

ATTENDANCE

Our school day is from **7:45 a.m.** to 3:15 p.m. Monday through Thursday, with every Friday being from 7:45 a.m. to 2:45 p.m. No students are permitted inside the building prior to 7:45 a.m. unless accompanied and supervised by their parent. All children between the ages of 6 and 16 are required by New York State Law to regularly attend school.

When students are absent from school for illness and medical appointments, as authorized by school district regulations, a written excuse must be furnished by the student's parent/guardian stating the reason for the absence. This written explanation must be presented to the classroom teacher on the day your son/daughter returns to school. This note should indicate the exact date(s) and reason for absence(s).

Attendance is vitally important to the success of all students. Students with excessive absences may be at risk for retention due to lack of academic progress. Habitual absenteeism and tardiness has been defined by the Board of Education as the accumulation of 7 days within any quarter of the school year or 28 days in a school year. When attendance becomes a concern, the parents/guardians of the child will be sent a letter from the office. Should the concern persist, the office may make a report to the appropriate state agency for further investigation as the law mandates. As mandated reporters of child abuse/neglect, the school will respond to chronic, habitual patterns of absenteeism and tardiness. The complete attendance policy, including a parent appeal process, is on file and available for public review in any office.

The Teachers' Association at the end of the school year recognizes perfect attendance for any student who has attended daily without any tardies or early dismissals.

STUDENTS EXCUSED FROM SCHOOL

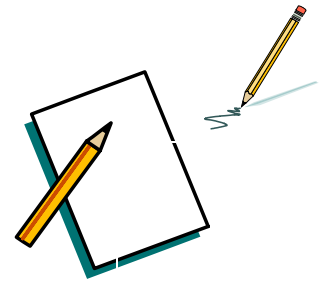
Parents may request that their child be excused from school all or part of a school day. **For students' safety, parents must come in person to pick up their child from the Elementary Office. At that time, office personnel will call the class to direct the teacher to release the child.**

If a high school student is authorized to pick up an elementary child, he/she must report to the elementary office and sign the elementary student out. No elementary student, prekindergarten through grade six, may leave the building without being signed out.

Elementary students may not attend modified, JV, or varsity practices unless they are a member of the team. To attend a game, they must be accompanied by an adult.

School authorities, as allowed by Education Law, **will excuse** the absences noted below:

- * Illness or injury
- * Medical, dental, or similar appointments
- * Family emergency, which requires the student's presence
- * Impassable roads
- * Death in the immediate family
- * Required court appearances
- * School music lessons
- * School sanctioned activities
- * Quarantine



The absences noted below **cannot** be excused, as outlined by Education Law:

- * Family trips or vacations (including relative visits)
- * Employment, including babysitting and paper routes
- * Shopping
- * Hunting or fishing trips
- * School truancy
- * Any activity that provides recreation during the school day, which is not school related.

**** *Please note:*** Whenever possible, medical and dental appointments should be scheduled after the school day or during school vacation periods. This is to ensure that your child is provided with the maximum amount of instructional time available. If you wish to request homework assignments when your child is absent, we encourage you to **call by 8:30 a.m.** to provide ample time for teachers to prepare materials to send home. Teachers have a limited amount of time to prepare the necessary notes, materials, and assignments.

TRUANCY

Truancy for all or part of the day is an unexcused absence. Parental knowledge or consent will not be considered an excuse for a student choosing not to attend school.

SIGN-IN/SIGN-OUT/TARDINESS

A parent/guardian must accompany a child to/from school and must sign him/her in/out at the Elementary Office.

Students late for school must first report directly to the Elementary Office. Once signed in the student will be given a pass to enter their classroom. Teachers will not permit student to enter without this pass. Repeated tardiness and/or absences will result in parents being notified and being requested to visit the school for a conference. Parents are asked not to wander around the building without registering in the Elementary Office.

Any time a child reports late or is signed out early, it impacts their attendance record, not allowing for perfect attendance.

PARENTAL REQUEST FOR EARLY DISMISSAL

Students who are to be excused early must present a note at the beginning of the day to the teacher explaining the reason for the dismissal. At dismissal time, the parent/guardian **must report to the office where they will meet their child and sign them out. Please do not go directly to your child's classroom as the teachers must wait for the office to acknowledge their release.**

Children are not called down to the office until the person picking them up is in the building. This allows your child to receive instruction until they must leave.

BUS PASSES

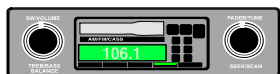
In order for a child to be considered for an alternate bus arrangement, the request must be received in writing or by fax (562-3690). The note should include the name of the child, bus number/animal, and the name and address of the alternate childcare arrangement. All requests must be submitted by 1:00 p.m. Telephone requests will be accepted only in the case of an emergency situation with the approval of an administrator.

Requests for students to be picked up or dropped off at an address different from their primary residence may be refused for lack of physical space or other bus safety considerations.

Parents can submit permanent bus pass requests on a daily, weekly, or monthly basis. Please don't tell the driver of a change in pick up or drop off without sending a note.

SCHOOL CLOSING

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over radio station(s) (see below) before 7 a.m. Please listen to the radio or television rather than calling the school. Should it be necessary to close school unexpectedly during the school day, the local radio stations are notified. Your child will be sent to the address indicated on the child's emergency sheet for early dismissal, unless otherwise notified.



- | | | |
|--------------------------------|-------------------------|-------------------------------------|
| WSLU: 89.5 FM | WTNY/WCIZ: 97.5 FM | THE VALLEY: 96.7/ROCK 101.5 FM |
| YES FM: 98.7 FM | WNCQ/Q102.9 FM | WWNY TV 7 |
| WPDM: 99.3 FM | WMSA: 1340 AM | WWTI-TV NEWSWATCH 50 |
| WPAC: 92.7FM | WOTT REAL ROCK 100.7 FM | WWLF/WBDR THE BORDER 106.7/102.7 FM |
| WTOJ MAJIC 103.1/104.1/104.3FM | | |

A QUICK REFERENCE FOR PARENTS

<u>For information regarding:</u>	<u>Contact</u>
Counseling services.....	Speak with the teacher, counselor, principal, or psychologist.
Reporting an accident	School Nurse, Mrs. Brown, Ext. 518
Early dismissals	Elementary Office, Ms. Shattuck, Ext. 533
Reporting change of address	Elementary Office, Ms. Shattuck, Ext. 533
Transportation questions/incidents.....	Bus Garage, 562-8440

REMEMBER:

- ★ Parents/guardians must send in notes with their children in the morning for **early release**,

medical appointments, riding a different bus, and most importantly, tardiness and sickness. Notes are to be given to their classroom teacher (who will pass them on to the Elementary Office). .

- ★ Students who are dropped off at school in the morning should not arrive prior to **7:45**. By this time, the busses will be unloaded and access to the school will be safer for the students. At no time should elementary students be left unsupervised by parents prior to 7:45 a.m. or after school dismissal. For students being dropped off, they must report to the downstairs cafeteria until the busses unload.

EMERGENCY INFORMATION SHEETS

Emergency information sheets will be sent home with each student in September. It is vital that these sheets are filled out completely and returned to school immediately. If your child becomes ill at school, or is injured, the school will notify you and may only provide simple first aid only. It is important for your child's safety that we know the following:

1. Where to reach you (home, business, and/or neighbor's telephone numbers). Keep this information up to date by sending in notes of changes in addresses, contact numbers or other pertinent information.
2. The name and telephone number of your family physician.
3. Proper documentation showing custody agreements and any other guardianship issues.
4. Any pertinent health information or medical concerns.
5. E-mail addresses to allow for additional communication for teachers who desire this method.

SCHOOL NURSE

Please take the time to notify the school nurse, Mrs. Brown, of any physical condition, use of medications, allergies, or any other pertinent information. (Remember that the school nurse cannot share medical information with staff about your child without your consent). If you wish for the classroom teacher and office to know any specific medical conditions or needs, you need to include that information on the Emergency Information Sheet.

MEDICATION FOR STUDENTS

Students may not bring any medication to school. If it is necessary for your child/ren to take medication during school hours, **NEW YORK STATE LAW REQUIRES:**

- A. The parent provides the school nurse with a written prescription from the doctor indicating the medication dosage and the time to administer. Medication must be brought to school by an adult and presented to the school nurse in its original pharmacy bottle.

- B. Even over the counter medications such as aspirin, cough drops etc... must be given to the nurse to administer during the day. Your family physician must prepare a PRN prescription to be kept on file at school in order for your child to be able to take these medications at school. (Children may not have over the counter medications in their possession due to safety concerns.)

SCHOOL-BASED DENTAL SERVICES

Carthage Hospital will provide a Dental Clinic on site. If you are interested, please complete the necessary paperwork supplied and return it with your child to school. Once enrolled, your child will be eligible to receive a complete dental check-up, x-rays, cleaning, and a fluoride and sealant application for cavity prevention. The dental services are free. If you have insurance, it will be billed; but there will be no out-of-pocket expenses.

REGISTRATION

Welcome to our district! To register your child, you will be required to bring several documents.

- | | |
|--|---|
| 1. Birth Certificate (copy(s)) | 7. Signed Release of Information |
| 2. Social Security Card (number) | 8. Prior Records (Standardized Test/Informal Assessments) |
| 3. Shot Record | 9. Parent/Guardian Information |
| 4. Application for free or reduced lunch (if applicable) | 10. Emergency Information Sheet |
| 5. Proof of Residency | 11. Divorce/Custody Information (<u>please update Elementary Office with any changes pertaining to child custody</u>) |
| 6. Participation in Special Education (CSE) (if yes, make an appointment with the CSE Office, Mrs. Tupper, Ext. 516) | |

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



CAFETERIA

All students must go to the lunchroom with their class at the time the class is designated to be in the cafeteria. Students are to remain seated in the cafeteria until they are dismissed. They are to use appropriate manners, language, and volume. The children are expected to clean their individual tables and to raise their hands to receive permission to return their trays and throw away garbage.

Parents who wish to apply for free or reduced-priced lunches for their children may do so by completing an application for each child and returning it to the school. It will be assumed that a child can drink milk unless the school is given a note, signed by a doctor, stating the medical reasons why the child cannot drink milk. You should discuss any food allergies with your child’s teacher; Mrs. Brown, the school nurse; and the cafeteria manager, Mrs. Whitmarsh. Elementary students are not allowed to bring soft drinks into the cafeteria.

SCHOOL BREAKFAST/LUNCH PROGRAM

Breakfast is served at 7:45 a.m. **Only students eating breakfast are allowed in the cafeteria.** Breakfast is available daily for 65 cents (subject to change). **In case of a two-hour delay, breakfast will be canceled.**

Lunch is available at \$1.35 per day for prekindergarten through third grades and \$1.60 per day for fourth through sixth grades (subject to change). Milk is included in this price. If your child brings his/her lunch, he/she may purchase milk separately.



EDWARDS-KNOX VISITORS’ PROCEDURE

To ensure the safety of all students at Edwards-Knox Central School, **all visitors to our building, including**

parents and staff, must stop first at the Elementary Office to sign in and pick up a visitor pass. The sign-in log will let office personnel know where you are in case of phone calls or emergencies. Upon the end of your visit, visitors are requested to sign out and return the visitor pass.

Parents are encouraged to schedule appointments to visit teachers, counselors, school nurse, school psychologist, and other support personnel as they have limited available meeting time during the school day. Your support is valued, and we want to ensure a productive year for your child(ren).

BIRTHDAYS

In the past, we have had many cases of hurt feelings over birthday invitations. Unless the whole class is invited, please do not send birthday invitations to school.

If inviting large numbers of students to a party, please know that we are **not able** to accommodate extra students on many bus runs, as they are near capacity. Plan the start times of your parties so that their parents may provide other means of transportation.



PROMOTION / RETENTION

The Edwards-Knox Central School District operates under the philosophy that all children can learn with appropriate instructional modifications geared to meet the student's individual needs. Promotions and retentions are based on careful evaluation of the student's academic, physical, and social-emotional strengths and needs.

Through testing, daily performance, and teacher observation, a recommendation will be made in each individual case. The parent will be an integral member of the decision-making team and will be kept up on their child's performance levels at conferences, report cards, and daily communication as warranted.

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

TEACHER REQUESTS

Class lists are prepared to accommodate heterogeneous grouping, diverse personalities, and a mixture of strengths and abilities. With the majority of grade levels there are only two teachers, so requests will not be accepted.

TELEPHONE CONTACT

In order to avoid interruptions to instruction, all telephone calls will go through the elementary office. Telephone calls will only be put through to teachers during their planning periods. Otherwise, a message will be placed in the teacher's mailbox, if requested.

Some frequently used extension numbers are:

Ms. Shattuck, Elementary Secretary	Ext. 533
Mrs. Brown, School Nurse	Ext. 518
Ms. Manning, High School Secretary	Ext. 534
Mrs. Tupper, CSE Secretary	Ext. 303

SCHOOL RULES AND DISCIPLINE

Productive, satisfying, and wholesome learning environments depend upon relationships, which permit students to learn, and teachers to teach. Children need to develop the behaviors that support their learning and respect the right of other students to learn also. It is expected that **all** Edwards-Knox students will follow school-wide and individual classroom rules at **all** times. These rules will be discussed and clarified at the beginning of the year. Modeling, practice, reminders, and praise will be used initially. Each teacher will send home their behavioral guidelines at the beginning of school. Please be sure to discuss these with your child.

The following general rules describe the desired behavior:

1. Walk in an orderly manner at all times.
2. Respect the rights and the property of others.
3. Exercise courtesy, cooperation, and kindness.
4. Demonstrate responsibility: complete class and homework assignments, care for your own money, notes, etc.
5. Follow classroom rules.
6. Obey reasonable requests of all staff members.
7. All notices from school should be delivered to your parents/guardians.
8. Elementary students may not chew gum in the hallways or special area classes.

Specific rules apply to the following situations and areas:

1. Assemblies/Concert Etiquette

- a. Enter and exit in a quiet and orderly fashion.
- b. Remain seated during the entire program unless it is an emergency.
- c. During the program, sit quietly. It is not appropriate to talk during the program.
- d. In consideration of those sitting behind you, hats should not be worn.
- e. Show your appreciation by applauding.

2. Busses

- a. Observe same conduct as in the classroom.
- b. Be courteous; use no profane language.
- c. Do not eat or drink on the bus.
- d. Keep the bus clean. Pick up what you drop.
- e. Cooperate with the driver/monitors.
- f. Do not smoke.
- g. Do not be destructive.
- h. Stay in your seat and face forward.
- i. Keep your head, hands, and feet inside the bus and seat area.
- j. Bus driver is authorized to assign seats.

3. Cafeteria:

- a. Sit at assigned tables.
- b. Once in a seat, remain there the entire period.
- c. Throw garbage in can closest to table.
- d. Use an inside voice.
- e. Hands, feet, and objects to self.
- f. If you need help, raise hand.
- g. Ask permission to go to the bathroom and to leave your seat.
- h. Return all trays, silverware, and bowls to the dish room window.

4. Fire Drills: Students will observe the following rules during a fire drill:

- a. Do not take time to put on coats nor pick up personal belongings.
- b. Walk in an orderly manner.
- c. No talking is permitted.
- d. Stay with your teacher at all times. If you are in a special area (i.e. cafeteria, music, gym, art, and recess), stop and listen carefully for the adult's directions.

5. Library: observe same conduct as in the classroom as well as any rules specifically designated for the library area.

6. Playground

- a. Wear sneakers, closed shoes, or snow boots.
- b. Sit on swing properly and swing correctly.
- c. No rough play.
- d. Follow age limits on equipment.
- e. Do not jump off of the equipment.
- f. One person on a slide at a time.

- g. Go feet first on slide.
- h. Do not throw any objects in the playground area.
- i. Use appropriate language.
- j. 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.

FORMS OF DISCIPLINE

A **sequential** form of discipline will be implemented to help children who have difficulty developing appropriate school behavior. A **range of options** is available to accomplish this goal. Some possibilities include, but are not limited to:

1. **"Time Out" within the classroom, in another classroom, or other school location.**
2. **Loss of classroom privileges and/or exclusion from specific activities.**
3. **Detention during recess, lunch, or after school until 4:30 p.m.**
4. **Removal from the cafeteria and/or seat assignment change.**
5. **Behavior plan written by the staff and reviewed by the parent.**
6. **Loss of bus privileges.**
7. **Suspension from school, in conjunction with supporting professional staff.**
8. **Special arrangements, on a case-by-case basis, may be made for children having serious behavior difficulty.**
9. **Alternate assignments given upon removal from a class.**

APPROPRIATE DRESS *(for further clarification, please refer to the Edwards-Knox Code of Conduct)*

1. It is expected that children will come prepared with the appropriate clothing. For recess, students should

- have jackets in the fall and spring; snowsuit, hats, mittens, and boots in the winter.
2. Hats, bandanas, or other head coverings may not be worn in the elementary building.
 3. Appropriate, safe, comfortable shoes are recommended. Gym shoes are required on gym days and on the playground.

PERSONAL ITEMS

Toys, electronic games, trading cards, CDs/CD players, IPODs/MP3 players, etc., and other items of personal value, are **not** to be brought to school. **The school will not be responsible for broken, lost, traded, or stolen items.** Teacher may make exceptions for special occasions such as field trips, but will notify parents of such changes in writing.

Any such item may be confiscated and held in the office until a parent can pick up the item.

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.

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, bathrooms, or a testing situation.

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.

SCHOOL PROGRAMS



Chorus: Fourth and fifth grade students will have a mandatory chorus period built into their schedule. Everyone will have a chance to gain a new experience. Students in grade six will have the option to sign up for chorus.

Musical Instrument Instruction: Musical instrument instruction is an option for students beginning in the fifth grade. Students will receive lessons on their instrument. Band will meet two times per week for grade six and mid year band will meet one time per week for grade five. Students will have the opportunity to try a variety of instruments; however, the final determination will be made by the band instructor.

Swimming Instruction: This is a required part of our Physical Education program for grades 1-6. In order to be excused from swimming, a doctor's note is required for long-term release.

Field Trips: Field trips are extensions of in-class instruction or a reward for positive behavior. A permission slip must be completed, signed by parent/guardian, and on file with the classroom teacher before a child can participate in a field trip. If a child does not have a signed permission slip on file, the child may not attend the field trip. The Parents' Association funds end-of-the year field trips. Often teachers receive many requests from parents to join in on field trips; unfortunately it is impossible to take everyone. Each teacher has a process they follow to select chaperones. It is important to remember the field trip is for the benefit of the students and younger siblings accompanying the group may take away from the experience, which is why we do not allow siblings to participate.

Drug Awareness Programs: Several programs are put in place to help students deal with the pressures of everyday life. Often we don't realize how much stress a child can face. At these young ages children can be exposed to peer pressure, bullying and issues involving drugs, alcohol and tobacco. That is why we include guest speakers and programs such as DARE, Second Step, and Get Real About Violence into our curriculum.

Tales For Tots: This monthly program will be open to any Edwards-Knox families who have children from ages three to seven years old. Each student and parent are invited to attend an evening program once per month that will focus on reading a book, doing an art project, and sharing a snack. At the conclusion of the program, students will be able to choose a book to take home with them to keep. This program is made possible through the First Books Program of St. Lawrence County. Dates and times will be included each month on the elementary calendar or are available by calling the Elementary Office.

SCHOOL SUPPORT SERVICES

School Psychologist: 1) Provides the following services: psychological assessments for learning difficulties; consultation with teachers, parents, and administrators; assesses the particular emotional or psychological difficulties which interfere with a child's effective learning; and furnishes educationally relevant information to students, parents, and staff; 2) Addresses issues such as academic failure, depression/suicide, divorce, drug/alcohol abuse, developmental/medical involvement, anxiety/panic, physical/sexual abuse, foster care, and family/dating violence; 3) Provides immediate crisis intervention within the school setting; 4) Creates and implements behavior management plans; and 5) Corresponds and links with community services.

Guidance Counselors: 1) Assist students in coping with peer pressure and emerging personal, social, and emotional problems; 2) Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences as a way to resolve problems; 3) Regularly review with students their educational progress and career plans; 4) Provide information to assist students with career planning; 5) Encourage students to benefit from the curriculum and extracurricular programs; and 6) Provide immediate crisis intervention within the school setting and create/implement behavior management plans.

Banana Splits: Support program for children who have experienced death of a parent, separation, or divorce. Participation requires parental/guardian permission.

Parenting Program: Open to any parent interested in reviewing parenting skills, such as encouragement, communication, and positive activities to do with your child/children.

Speech/Language Therapist: The therapist identifies students with speech and language concerns through a referral process. He/she will assess and diagnose speech/language disorders. The therapist consults with parents and teachers and makes recommendations for educational programs.

Special Education Services: All students who need the support of special educators are serviced, to the extent possible, within the regular education classes. Special education teachers and regular classroom teachers work together in an effort to meet the needs of all students in classroom settings. Those students who need more intensive help may spend some time each day in a resource room or a 15:1 or 12:1:1 classroom setting.

Title I or AIS: Academic support is provided to students who do not meet the academic standards set by New York State. A student may receive primary instruction in a core academic area (reading, writing, math) or supplemental support in a small-group tutorial session.

INSTRUCTIONAL SUPPORT PROGRAMS

SRT (Strategy Review Team): Our Strategy Review Team is made up of teachers regular and special education, counselor, speech therapist, psychologist and administration. This team meets on a monthly basis to discuss the needs of specific students as determined by a referral process. Approval of the parent or guardian is obtained prior to meeting on a child.

The SRT team strives to provide both parents and teachers with suggestions on how to best handle specific areas of concern. In some cases, referrals to service agencies or to the CSE (Committee on Special Education) are recommended. The parent/guardian is always involved in this referral process and is part of all decision making. For additional information, contact the building principal.

St. Lawrence University Tutoring Program: College students provide tutoring in the areas of reading and math within the classroom. These services are an excellent means to provide additional support to students.

Homework Club: Fifth and sixth grade students receive support in completing homework assignments. The club meets after school two afternoons per week. Transportation home is provided. Dates will be announced prior to the start of the program.

Buddies: This program is where high school students (Bigs) are matched up with elementary students (Littles) to provide academic, social, emotional, and/or recreational support. A permission slip must be completed by the parent/guardian in order for a child to participate.

Summer School: We are able to offer extra assistance during the summer for students needing help in any of the five core subject areas and who are currently in grades five and six. Certified teachers will work with students to provide extra help with key concepts in the core skill areas.



Summer Science: Students in grades five and six who have an interest in science are able to participate in a summer science camp for one week. Students, based upon scholastic achievements and productivity throughout the year, are invited to attend by their classroom teachers.

Lego League Robotics: This will be a club for grades five and six that involves building robots out of Legos and competing in national programs. There will be a maximum of ten students permitted.

D.E.E.R. Club: (Drop Everything and Enjoy Reading). An opportunity for students to read specific books at their own individual level and then partake in a computer program that tests their knowledge and understanding of that book. Students can earn points towards classroom and individual goals and have the opportunity to win various rewards.

Book It: Optional reading reward program sponsored by Pizza Hut. This program is initiated/monitored by individual classroom teachers.



Cougar Quarry/Elementary Computer Lab: Computer lab that promotes reading, math, writing, and research skills.

AWARDS & STUDENT ACCOMPLISHMENT PROGRAMS

Awards Assembly Program: Academic, Citizenship, Effort, Special Area Awards, and D.E.E.R. Club Awards are given at separate assemblies for grades K-4 and 5-8. These assemblies are scheduled four times per year at the end of each marking period.

EXTRA-CURRICULAR ACTIVITIES

Basketball: Students in grades 2-4 are invited to participate in an introduction to skills, drills, and play of basketball on Saturday from 9:00 to 11:00 a.m. in the fall. Students in grades 5-6 may participate in a basketball program after school hours in late fall. This will include instruction and competitive play.

Grandparents' Breakfast: A breakfast for grandparents is an annual event sponsored by our cafeteria staff to acquaint grandparents with their grandchild's school. Grandparents often visit their grandchild's classroom after enjoying their breakfast. This year Grandparents' Breakfast will be announced once plans are finalized.

PARENT AND SCHOOL COMMUNICATIONS

Friday Folder/Daily Folder: Pre-K-6 scheduled work goes home daily or on Friday. Some teachers require a parent signature and folder returned on the following school day.

Planners: Used at the fifth and sixth grade levels. Planners are provided for each student to record daily assignments and for regular communication with parents. Teachers' rules for use vary.

Six-Day Cycle: Edwards-Knox School follows a six-day cycle. The first day of school is noted as day one and so forth through day six; then the cycle begins again.

Report Cards/Progress Report: Progress Reports may be sent mid-quarter as determined by classroom teachers. When numerical grades are used, 70 will be the criteria for a passing grade for grades K-4 and 65 for grades 5-6. Report cards will be sent home with students for each quarter. Report cards must be signed by a parent/guardian and returned as soon as possible.

Open House/Conferences: There will be an elementary Fall Open House/Conference on October 8, 2009, from 3:30-7:30 p.m. The Spring Conference will be held on March 11, 2010, from 3:30-7:30 p.m. Please check with the monthly calendar for confirmation of dates and times for student dismissal. Teachers or parents may request a conference to discuss individual concerns regarding their child.

Scheduling Appointments with Teachers: We encourage parent-teacher communication. When you would like to meet with your child's teacher, please call to schedule an appointment at an appropriate time for you and the teacher. You may leave a message with the Elementary Office to arrange for a meeting time.

Calendar/Newsletter: A monthly Calendar of Events for the elementary will be issued each month. Please look for next month's calendar in the last Friday folder of every month. Upcoming events will also be posted on the calendar board outside the Elementary Office. A district newsletter, which includes a monthly menu, is also issued. Please contact the Elementary Office if you do not receive one.

Home Visits: Home visits are made by school personnel when deemed necessary.

Classroom Expectations: It is our expectation that all children will come to school well rested, prepared, well supplied, and ready to work. Teacher lists of materials may differ, but remember to periodically check with your child concerning restocking pencils, paper, erasers, crayons, and other consumable items.

Homework Expectations: Homework is a vital part of a student's education. In addition to increasing knowledge and providing necessary practice and reinforcement, homework helps to promote independent thinkers who develop good responsible work habits. Repetition, along with review, is essential to creating a positive educational opportunity. The amount and nature of homework will be appropriate for each individual grade level. Most teachers assign homework on a regular and consistent fashion. Students who do not complete homework will have a negative impact on their final grade each marking period.

Teachers do have set guidelines for completion of homework and, therefore, consequences will be assigned. If a child habitually refuses to complete homework, the principal may be involved. Parents must have intricate role overseeing their child's completion of homework.

PARENTS' ASSOCIATION AND ACTIVITIES

Edwards-Knox has a parent organization, which is highly involved in our school. In order to maintain the success and existence of this group, all parents are urged to become active members. Meetings are scheduled for the first Thursday of every month at 6:30 p.m. Every other year the organization sponsors a fund-raising project. The profits are used to provide field trips and special projects for the children. With the help of all parents, these projects can be very successful. Please lend a hand to this very worthwhile organization. For more information, contact our school's Parents' Association President, Abigail Tresidder, at 562-3457.

These are some of the programs your Parents' Association sponsors or are involved in: Celebration of the Arts, D.E.E.R. Club activities, Book Fair, theater visits K-6, After Graduation party, playground equipment (sleds, balls, skip ropes), special assemblies, Teacher Appreciation Day, Close-Up Group, recognition awards, supplies, plaques for retiring staff, and field trips for Pre-K through grade 6 (which includes admission and transportation costs). The Book Fair is held for the students' enjoyment and profits have been used for student books.

If you feel these programs are important to your child, parent participation is essential and encouraged. If there is an area you would like to volunteer for, you may contact the Parents' Association President or the Elementary Office.

ADMINISTRATION/OFFICE STAFF – 2009-2010

Kelly, Suzanne-----Superintendent
Burke, Ronald-----Principal
Shattuck, Sherry-----Elementary Secretary

EDWARDS-KNOX ELEMENTARY FACULTY

Bailey, Julie-----Librarian
Besaw, Charity-----Occupational Therapist
Brewer, Lori-----Physical Education
Brown, Melissa-----Nurse
Bullock, Samantha-----Kindergarten
Cassidy, Jeffrey-----Grade 3
Cheney, Kristin-----Title I Remediation Gr. 3-4
Cotton, Marcia-----Library
Cummings, Michelle-----Counselor
Curley, Brenda-----Inst. Music
Curtis, Melinda-----Grade 5
Curtis, Monty-----Special Education
Dandrow, Karen-----Grade 6
Durham, Diane-----Title I Remediation Gr. 5-6
Felix, Carrie-----Grade 1
Forsythe, Kimberly-----Interpreter/Aide
Foster, Fred -----Grade 4
Fulmer, Kelly -----Grade 2
Gotham, Lura -----Grade 3
Grant, Lynn-----Speech
Green, Gail -----Kindergarten
Hance, Kathy-----Grade 2
Kilander, Jennifer-----Special Ed.
Koser, Denise-----Grade 4
Lane, Lisa-----PE
LaPoint, Margie -----Grade 6
Lazovik, Nan-----Art
Love, Rosaria-----Title I Remediation Gr. 5
McGraw, Julie-----Title I Remediation Gr. K-2
Macaulay, Joni -----Pre-K
Montgomery, Kenneth-----PE
Rader, Lois -----Grade 1
Reynolds, Lisa -----Speech
Salego, Becky-----Grade 5
Stevens, Pamela-----Title I Remediation Gr. 1-2
Strome, Carol-----Music
Swinwood, Laurie-----Grade 1
Tulip, Kristin-----Resource Room
Vachev, Brandie-----Special Ed.
Ventura, Jillian-----Music
White, Sherry-----Psychologist/CSE Chairperson

TEACHER ASSISTANTS & AIDES

Carr, Cynthia-----Teacher Assistant
Forsythe, Kimberly-----Interpreter/Teacher Assistant
Fuller, Christine-----Teacher Assistant
Grimshaw, Michelle-----Teacher Assistant
Montville, Fred-----Teacher Assistant
Solon, Mary-----Teacher Assistant
Taylor, Patricia-----Teacher Assistant
Thomas, Jill-----Teacher Assistant
Tresidder, Abigail-----Teacher Assistant
Turner, Amy-----Teacher Assistant
TBD-----Teacher Assistant

ELEMENTARY EVENTS

2009-2010

September 3	6:30 pm: Parents' Association meeting in library
October 1	6:30 pm: Parents' Association meeting in library
October 2	End of 5-week progress (21 days)
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 30	1:15 pm: Halloween Parade in Big Gym
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 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 11	End of 15-week progress (21 days)
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 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 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 4	6:30 pm: Parents’ Association meeting in library
March 5	End of 25 week progress (20 days)
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 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 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 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 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

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