

**EDWARDS-KNOX CENTRAL SCHOOL
ELEMENTARY STUDENT
AND
FAMILY HANDBOOK
2024-2025**



Cougar Pride: Inspiring a community of caring and contributing citizens.

Webpage: www.ekcsk12.org

Facebook:

<https://www.facebook.com/pages/Edwards-Knox-Central-School-District/215063095238368>

Board Approved August 13, 2024

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Edwards-Knox Central School

Cougar Pride: Inspiring a community of caring and contributing citizens.

VISION STATEMENT

The Edwards-Knox Central School District provides experiences that lead to productive, purposeful growth both academically and personally for ALL students. As a school community, we inspire all students to be kind, resourceful, responsible and productive citizens.

MISSION STATEMENT

The Mission of the Edwards-Knox Central School District is to work collaboratively as a team to:

- Create a respectful, supportive and safe environment
- Foster relationships within and beyond the school walls
- Identify and leverage the strengths of all
- Intentionally develop caring citizens
- Build personal resilience
- Inspire passion and commitment to lifelong growth
- Embrace inclusivity
- Engage in reflective practices for continued improvement



WELCOME!

Greetings and welcome to the 2024-2025 school year! We are excited to embark on a journey of positive and productive collaboration with you, aiming to unlock the full potential of our children. We can create a meaningful impact through a strong partnership by jointly shouldering the responsibility for the success of our students. We ask that you guide and support your child's learning at home by ensuring that he/she:

1. Attends school daily and arrives on time, ready for the day's learning experience,
2. Completes all classroom and homework assignments given by teachers to the best of his/her ability,
3. Reads daily to develop a love for reading and to improve literacy skills,
4. Shares school experiences with you so that you are aware of his/her school life,
5. Informs you if he/she needs additional support in any area or subject, and
6. Know that you expect him/her to succeed in school.

Our primary objective with this handbook is to ensure that everyone feels informed, supported, and appreciated. If you have any inquiries, please do not hesitate to contact the Elementary Office. We are more than happy to assist you with any questions that may arise during the school year.

KEY CONTACT PERSONS FOR PK-6

PK-6 Principal	Lura Hughes	Ext. 25525	lhughes@ekcsk12.org
Elementary PK-6 Secretary	Rachel Newvine	Ext. 25533	rnewvine@ekcsk12.org
Front Office (Bus Passes, Attendance, Change of Address)	TBD	Ext. 25534	TBD
District Nurse	Dezirae Preston	Ext. 25518	dpreston@ekcsk12.org
PK-3 Guidance Counselor	Samantha Deleel	Ext. 25102	sdeleel@ekcsk12.org
4-6 Guidance Counselor	Kristina Manchester	Ext. 25200	kmanchester@ekcsk12.org

CSE Office	Cheryl LaPlant	Ext. 25303	claplant@ekcck12.org
Transportation	Shawn DeLorme	Ext. 25530	sdelorme@ekcck12.org
Cafeteria	Blaine Hoppel	Ext. 25507	bhoppel@ekcck12.org

COMMUNICATION IS KEY

In the interest of promoting effective communications, we have developed a chain of command outlining the personnel to contact with a question and/or concern. In order to facilitate the use of the list, when you contact someone you will find that you will be asked if you contacted the staff member most immediately involved in the issue. If you have done so and you did not receive a response or resolution, then you should proceed to the next person.

Question/Concern	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
Academics	Teacher	Counselor	Principal	Superintendent	BOE
Course Scheduling	Counselor 7-12	Principal	Superintendent	BOE	
Curriculum	Teacher	Principal	Superintendent	BOE	
Behavior	Teacher	Counselor	Principal	Superintendent	BOE
Classroom Procedures	Teacher	Principal	Superintendent	BOE	
Special Education	Teacher	Principal	CSE Chair	Superintendent	BOE
K-12 Enrichment	Teacher	Principal	Superintendent	BOE	
Budget	Asst. Business Manager	Superintendent	BOE		
Health Office	School Nurse	Principal	Superintendent	BOE	
Cafeteria	Director of Food Service	Asst. Business Manager	Superintendent	BOE	
Co-Curricular	Club Advisor	Principal	Superintendent	BOE	
Athletics	Coach	Athletic Director	Principal	Superintendent	BOE

Building Use	Secretary to the Superintendent/ District Clerk	Buildings & Grounds Supervisor	Principal	Superintendent	BOE
Staff	Direct Supervisor	Union Representative	Principal	Superintendent	BOE
Board of Education	District Clerk	Superintendent			
Transportation	Transportation Supervisor	Superintendent	BOE		
Facilities/Buildings & Grounds	Buildings & Grounds Supervisor	Superintendent	BOE		
Technology	Computer Technician	Superintendent	BOE		

CONTACT	EXT.	CONTACT	EXT.
Elementary Office	25533	Jr/Sr High School & Guidance Office	25520
Transportation	25530	Pre-K-3 Guidance Office	25102
Food Service	25507	4-8 Guidance Office	25200
Athletics	25704	Business Office	25552
CSE & Compliance	25303	Superintendent/District Clerk	25500
Buildings & Grounds	25526	District Clerk/Board President	25532
Entrance/Attendance Office	25534		

SCHOOL CALENDAR

EDWARDS-KNOX CENTRAL SCHOOL

2024-2025

JULY 2024

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

July 4 - Independence Day

AUGUST 2024

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

SEPTEMBER 2024

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

Sept. 2 - Labor Day
 Sept. 3 & 4 - Staff Development Days
 Sept. 5 - First Day of Classes

OCTOBER 2024

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

Oct. 14 - Columbus Day
 Oct. 21 - Early Dismissal @ 11:10 a.m.

NOVEMBER 2024

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

Nov. 7 - Early Dismissal @ 11:10 a.m.
 Nov. 8 - Staff Development Day
 Nov. 11 - Veterans Day
 Nov. 25 - Late Arrival @ 11:10 a.m. - Fall Conferences
 Nov. 26 - Early Dismissal @ 11:10 a.m. - Fall Conferences
 Nov. 27-29 - Thanksgiving Recess

DECEMBER 2024

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

Dec. 21-31 - Holiday Break

JANUARY 2025

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

Jan. 1 - Holiday Break
 Jan. 20 - Martin Luther King Day
 Jan. 21-24 - Regents Exams
 Jan. 24 - Early Dismissal @ 11:10 a.m.
 Jan. 29 - Lunar New Year

FEBRUARY 2025

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

Feb. 14 - Early Dismissal @ 11:10 a.m.
 Feb. 17-21 - Mid-Winter Break

MARCH 2025

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

March 20 - Late Arrival @ 11:10 a.m.
 - Spring Conferences
 March 21 - Staff Development Day
 March 31 - Early Dismissal @ 11:10 a.m.

APRIL 2025

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

April 11 - Early Dismissal @ 11:10 a.m.
 April 18-25 - Spring Break

MAY 2025

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

May 16 - Early Dismissal @ 11:10 a.m.
 May 26 - Memorial Day

JUNE 2025

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

June 4 - Life Science, Biology and Earth & Space Sciences Regents
 June 10 - Geometry Regents
 June 16 - Last Day of School for Grades 7-12
 June 17-25 - Regents Exams
 June 19 - Juneteenth Day
 June 25-27 - Early Dismissal @ 11:10 a.m.
 June 26 & 27 - Rating Days

School Day Tally
 Total Number of Days
186

August	0	February	15
September	20	March	21
October	22	April	16
November	17	May	21
December	15	June	19
January	20		92
	94		

NOTE: Good Friday is 4/18

SLL BOCES BOE Approved: 03/14/2024

2024-2025 CALENDAR OF EVENTS

****ALL DATES ARE TENTATIVE AND SUBJECT TO CHANGE. ****

SEPTEMBER

September 2	Labor Day - No school
September 3-4	Staff Development Day - No school for students
September 3	4:00-6:00-Open House
September 5	First day of school
September 11	6:00 p.m. Parents' Association meeting in the Library
September 16	7-12th grade - Last day to add/drop classes
September 17	Fall Picture Day
September 18	SUNY Roadshow @ Harrisville (Jrs. & Srs.)

OCTOBER

TBA	College Fair for Juniors and Seniors
October 2	6:00 p.m. Parents' Association meeting in the Library
October 4	End of 1 st progress reporting period (5 weeks)
October 9	High School Progress Reports distributed in Homeroom
October 11	Grades 4-6 Progress Reports go home
October 14	Columbus Day - No school
October 21	11:10 a.m. - Student early dismissal
October 23	Fall Picture Retake Day
October 31	Autumn Harvest/Fall Fun

NOVEMBER

November 6	6:00 p.m. Parents' Association meeting in the Library
November 7	11:10 a.m. - Student early dismissal
November 8	End of 1 st marking period (10 weeks); Staff Development Day - No school for students
November 11	Veterans Day - No school
November 13	High School Report Cards distributed in Homeroom
November 15	Elementary Report Cards go home
November 25	11:10 a.m. - Student late arrival; Fall Conferences
November 26	11:10 a.m. - Student early dismissal; Fall Conferences
November 27-29	Thanksgiving recess - No school

DECEMBER

TBA	Visit to SWT - Sophomores AM
December 4	6:00 p.m. Parents' Association meeting in the Library
December 5	6:00 p.m. - Winter Concert (snow date 12/12/24)
December 13	9:00 a.m. Elementary Holiday Program (snow date 12/16) End of 2 nd progress reporting period (15 weeks)
December 18	High School Progress Reports distributed in Homeroom
December 19	Grades 4-6 Progress Reports go home
December 20	11:30 a.m.-2:45 p.m. - Winter Olympics for grades 7-12
December 23-31	Holiday recess - No school

JANUARY

January 1	Holiday recess - No school
January 20	Martin Luther King, Jr. Day - No school
January 21-24	Regents Exams
January 24	End of 2 nd marking period (20 weeks); 11:10 a.m. - Student early dismissal
January 27	Student scheduling appts. begin for 2025-26
January 29	Lunar New Year - No school
January 30	High School Report Cards distributed in Homeroom
January 30	Elementary Report Cards go home

FEBRUARY

February 5	6:00 p.m. Parents' Association meeting in the Library
February 14	11:10 a.m. - Student early dismissal
February 17-21	Mid-Winter Break - no school

MARCH

TBA	8 th grade visit to SWT
TBA	6:00 p.m. - Musical
TBA	Gateways for Seniors
March 5	6:00 p.m. Parents' Association meeting in the library
March 7	End of 3 rd progress reporting period (25 weeks)
March 12	High School Progress Reports distributed in Homeroom
March 14	Grades 4-6 Progress Reports go home
March 17-21	Scholastic Book Fair
March 20	11:10 a.m. - Student late arrival; 3:30 p.m. - Spring Conferences; 6:00 p.m. - 8th grade Planning Night
March 21	Staff Development Day - No school for students
March 31	11:10 a.m. - Student early dismissal

APRIL

TBA	NYS ELA, Math, & Science CBT- grades 3-8
April 2	6:00 p.m. Parents' Association meeting in the Library
April 11	11:10 a.m. - Student early dismissal; End of 3 rd marking period (30 weeks)
April 16	High School Report Cards distributed in Homeroom
April 17	Elementary Report Cards go home
April 18-25	Spring Break - No school

MAY

TBA	Career Jam
TBA	NYS ELA, Math, & Science CBT - grades 3-8
May 7	6:00 p.m. Parents' Association Meeting in the Library
May 14	8:00 a.m. - 2:30 p.m. Kindergarten Screening

May 16 11:10 a.m. - Student early dismissal
 May 20 1:30 p.m. Grades 5/6 Spring Concert
 6:00-7:00 p.m. - Spring Concert
 May 21 6:00 Pre-K Meet and Greet
 May 23 End of 4th progress reporting period (35 weeks)
 May 26 Memorial Day - No school
 May 28 High School Progress Reports distributed in Homeroom
 May 29 Grades 4-6 Progress Reports go home

JUNE

TBA Graduation luncheon/practice
 June 4 Life Science, Biology, and Earth & Space Sciences Regents Exam
 6:00 p.m Parents' Association meeting in the Library
 June 6 8:00 a.m. - 9-12th grade Award Assembly
 June 10 Geometry Regents Exam
 9:30 a.m. Kindergarten Ceremony
 1:30 p.m. Pre-K Celebration
 June 11 8:00 a.m. - 7th & 8th grade Awards Assembly
 June 16 Last day of classes for grades 7-12
 June 17-25 Regents Exams
 June 18 Middle School & Non-Regents Course grades due on SchoolTool
 June 19 Juneteenth - No school
 June 23 9:00 a.m. Elementary Awards Assembly
 June 27 End of 4th marking period (40 weeks)
 K-6 Meet and Greet/ Moving up
 High School Report Cards mailed home
 Elementary Report Cards go home
 June 28 11:00 a.m. - High School Graduation

Edwards-Knox Elementary School Parent-Student-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 the child's learning/behavior.

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, their use of electronic devices, 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.

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.

The complete Code of Conduct is available
at ekcsk12.org or by request at (315)
562-8132.

SCHOOL OPERATIONS

REGISTRATION REQUIREMENTS

To register your child, you will need to complete and submit the following:

1. Registration packet (as found on www.ekcsk12.org or by requesting a copy from the Elementary Office)
2. Proof of residency
3. Copy of parent/guardian ID
4. Copy of child's birth certificate
5. Application for Free or Reduced Lunch
6. Divorce/custody papers (please update the Elementary Office with any changes pertaining to child custody)
7. Participation in Special Education (if yes, make an appointment with the CSE Office, Mrs. LaPlant, Ext. 25303)

EMERGENCY INFORMATION SHEETS

Emergency Information Sheets are sent home at the start of each school year. Parents and/or guardians should make any necessary changes on these sheets, sign and date, and return to school as soon as possible or by the first full week of school. These sheets are used to locate parents when there is an emergency, i.e., a child is hurt, ill, etc. Please read carefully and understand the information on these emergency sheets.



It is extremely important that we have accurate names and phone numbers at all times, including for emergency contacts and any individuals to whom your child can be released. In the event that a parent or guardian is not available, emergency contacts will be called and asked to come to school and pick up your child. It is critical that this list is kept up-to-date. Please note that your child(ren) will only be released to those individuals that are designated on the Emergency Form as a pick up. Listing an adult as an emergency contact indicates permission for that individual to pick up, unless stated otherwise.

In the event we can't reach a parent or guardian if a child is seriously injured, the child will be transported to the hospital via the rescue squad.

Additional changes to the emergency information sheets can be made throughout the school year in writing to the attention of the Front Office.

SCHOOL HOURS

Classrooms are open to students at 7:55 a.m. daily. Students should report directly to their classrooms after release from the buses or drop off at 7:55 a.m. Students that arrive in the building after 8:00 a.m. will need to be signed in by a parent or guardian in the front office. Students arriving after 8:00 a.m. are considered tardy. The instructional day ends at 2:55 p.m. daily. After-school activities, for those students that attend, end at 4:10 p.m. on assigned days. Specific daily schedules vary by grade level and are available from your child's classroom teacher.

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. In the event of a school closing, the day students return to school will be the originally scheduled day in the cycle. For example, if school is closed on 12/15 and it was a scheduled Day 3, when students return on 12/16 it will be a scheduled Day 4. The cycle day that is missed is skipped.

BUS PASSES

For a child to be considered for an alternate bus arrangement, a note should be sent to school with your child in the morning or an email sent to buspasses@ekcsk12.org. **All requests must be submitted by 1:30 p.m.** Parents can submit permanent bus pass requests on a daily, weekly, or monthly basis. The note should include the name of the child and the name and address of the alternate drop-off location. Bus passes may also be requested by calling the Bus Garage at (315) 562-8133. Establishing transportation cut-off times for schedule changes helps to ensure that all of our students are bussed to their correct locations.

All changes after 1:30 p.m. are for EMERGENCY changes **ONLY.** A change that would require a child to be taken off the bus and placed on another bus, or to be held back at school for pick up, would be considered emergent. These changes will require a phone call to the Front Office at (315) 562-8130, Ext. 25534.

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. Please note that this is especially true when children invite others for parties.

PARENTAL REQUEST FOR EARLY DISMISSAL

Students who are to be excused early and know in advance, must present a note at the beginning of the day to the teacher detailing the date, student name, dismissal time, the reason for the dismissal, and parent signature. Parents/guardians should report to the Front Office at the time of the dismissal, at which time the student will be signed out and the student will be called down to the office for their release. Please be prepared to show identification (ID).

If a high school student is authorized to pick up an elementary child, he/she must report to the Front Office and sign the elementary student out. No elementary student, prekindergarten through grade six, may leave the building without being signed out. Elementary students (PK-6) may not be signed out to, or 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 BREAKFAST/LUNCH PROGRAM

A free breakfast and lunch are available daily for pre-kindergarten through sixth grades. **In the event of a two-hour delay, breakfast will be canceled.**

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 7:00 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.

RADIO STATIONS

WPDM
YES-FM
Froggy 97

TELEVISION STATIONS

7 News
Newswatch50
YNN

The district uses a school-wide messenger system, communicating with families (to an operating home or designated number) with a pre-recorded message for any important changes in the school day or of important upcoming events.

INVITATIONS TO PERSONAL EVENTS

Invitations for non-school related events should only be brought to school for distribution if the **whole class** is invited to the event (i.e. a birthday party). We are **not able** to accommodate extra students on bus runs. Plan the start times of your parties so that their parents may provide other means of transportation.

PETS/ANIMALS

Animals are not allowed on the school bus or in school unless prior approval has been received from administration.

PHOTO RELEASE

Please submit in writing to the Superintendent if you do not wish for your child to have his/her photo taken at school for publication in local newspapers and on the school website at any time during the school year.

VISITS WITH SCHOOL STAFF

Parents shall schedule appointments to visit administrators, 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).

ACADEMICS & INSTRUCTIONAL RESOURCES

AWARDS & STUDENT ACCOMPLISHMENT PROGRAMS

Recognition of student success, both academically and socially, will take place throughout the school year in various forms such as assemblies, awards, and classroom incentives. Students will be recognized with end-of-the-year awards, grades 4-6 for their academic achievements and grades K-6 for their Cougar Club (reading) achievements.

INSTRUCTIONAL SUPPORT PROGRAMS

SRT (Strategy Review Team): The Strategy Review Team meets as needed to discuss the behavioral and/or academic needs of specific students as determined by a referral process. This team includes the appropriate instructional staff (ie. student's teachers, counselor, speech therapist, occupational therapist, psychologist, and administrator). 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.

In some instances, it may be necessary to evaluate your child individually. Should an intellectual evaluation and/or special testing be required of your son or daughter, appropriate parental contact and permission will be obtained from a designated pupil personnel professional. A referral for individualized testing or other pupil personnel services may be initiated by a teacher, pupil personnel professional, administrator and/or parent.

PROMOTION/RETENTION

Every effort is made to place each student in the most appropriate learning level for a successful educational experience. Parents will be kept informed of their child's progress during the school year.

Decisions regarding promotion and retention are based on a review of several criteria, including but not limited to,

- Teacher recommendation
- Record of attendance
- Academic, social, emotional, and physical maturity
- Teacher(s), Building Principal, School Psychologist, Guidance Counselor, parents, and related service provider observation and input
- Academic history and any prior recommendations for retention
- Passing grades, work samples, and demonstration of mastery of grade appropriate NY State Standards.

Promotion and retention will be considered on an individual basis. In the event a student is to be retained, this will be reviewed with the parent/s and a letter will be sent home from the elementary principal to notify parents of the retention.

Students in grades 4-6 that fail two core subjects (math, English Language Arts, science, social studies) will be automatically considered for retention. Students who fail **three or more** core subject areas in grades 4-6 will be automatically retained in their current grade.



When calculating the quarterly averages in grades 4-6, core academic areas such as ELA, math, science, social studies, PE, art, and music are weighted as follows:

All Core Courses are weighted a full credit:

Science	1.0
Math	1.0
Social St.	1.0
ELA	1.0
Music	.25
PE	.50
Art	.25

AFTER SCHOOL ACADEMIC SUPPORT FOR GRADES 5-6

For grades 5-6, an after school support program will be provided twice a week from 2:55 p.m. - 4:10 p.m. for students with failing grades .

At the end of the first marking period, or any marking period thereafter, students that meet the following criteria will be expected to attend the after school academic support program:

- the student is failing (lower than 65%) in two or more core subject areas, or
- the student is failing (lower than 65%) in one core subject area and in danger of failing (65%-69%) one or more additional core subject areas.

Letters will be sent after each marking period to parents of students in danger of potential failure and with information regarding the after school program for that quarter.

Students staying for this after school support will be allowed to ride the 4:10 bus home at night.

SCHOOL PROGRAMS

After School Programs: These are programs providing academic, social, and emotional support. Transportation home is provided. Dates and information will be announced prior to the start of all applicable programs.

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

Choral Instruction:

- Students in grades five and six have the option to sign up for chorus. Chorus students meet two times per cycle with the choral instructor.

Cougar Club: This is a program designed for all students in grades K-6. Students are encouraged 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.

Musical Instrument Instruction:

- Students in fifth and sixth grades at E-K will have the option to receive musical instrument instruction.
- The final determination of instrumental assignments will be made by the band instructor.
- Students in sixth grade will receive Band rehearsal instruction during the school year.

Second Step: The district has implemented Second Step, a classroom-based social skills program for students. Second Step topics include making friends, managing emotions, and solving problems—to set students on the path to social success and academic readiness. It supports communication, coping, and decision-making skills, helping early adolescents make good choices and avoid pitfalls, such as peer pressure, substance abuse, and bullying.

The education of students on the topics of bullying and harassment and character education at the PK-6 grade level will be supported by this program.

Program components include (but are not limited to):

- Committee and staff trainings
- Staff discussion group meetings
- Involvement of parents
- Regular class discussions
- Meetings with student's parents
- Supervision of student activities

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.

Technology Instruction: All students K-6 receive training and support in the area of technology, with content based on age and appropriate skill level.

SCHOOL SUPPORT SERVICES

DASA Coordinator: The Dignity for All Students Act requires each Board of Education appoint district personnel to fill the role of Dignity Act Coordinators. In our district, Mrs. Sherry White serves in this capacity. It is the responsibility of the coordinator to make sure any harassment complaints regarding DASA are followed up on and handled properly. Forms for reporting harassment cases can be found on the school website, www.ekcsk12.org. Parents and students may also contact the district's DASA officer.

Elementary Guidance Counselors (Mrs. Deleel for grades PK-3; Kristina Manchester for grades 4-6):

- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences as a way to resolve problems.
- Regularly review with students their educational progress.
- Provide information to assist students with career planning, as appropriate.
- Encourage students to benefit from the curriculum and extracurricular programs.
- Provide immediate crisis intervention within the school setting and create/implement behavior management plans.
- Supports the implementation of behavior management plans.
- Facilitates social skills groups with peers, addressing school-related topics such as academic skills, peer relations, and emotions management.
- Support and promote Second Step.
- Individualized social skills retraining and small group behavioral intervention.

School Psychologist:

- 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.
- 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.
- Provides immediate crisis intervention within the school setting.
- Creates and implements behavior management plans.
- Corresponds and links with community services.

Special Education Services: All students who need the support of special educators are provided services, 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 12:1:1 classroom setting.

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. If it is determined that therapy is needed for a speech/language delay, the therapy program may be set up for either small group or individual instruction.

Title I or AIS: Academic support is provided to students who do not meet the academic standards (as set by New York State), and/or through testing and classroom performance have demonstrated a need for extra help in reading and/or math. A student will receive primary instruction in a core academic area (reading, writing, math, science, social studies) and supplemental support in a small-group tutorial session. The school adheres to a strict Respond to intervention (RTI) policy.

STUDENT PLACEMENT

At the end of the school year, your child's teacher, special program teachers and other support staff will conference to establish classroom assignments for the following school year. This collaborative team will take into account such factors as your child's academic, social and emotional needs, as well as the need to create balanced classrooms. We value open communication between you and your child's teacher concerning your child's individual needs. However, classroom assignments cannot be restricted by specific parental requests when placing children and therefore parental requests for a particular teacher are not accepted.

TESTING PROGRAM

Students of all grades take various tests throughout the year so that their progress can be measured on a local, state, and national basis. Edwards-Knox Central School participates in the following Elementary Level State Assessment Examinations:

- Grades 3, 4, 5, & 6 English Language Arts
- Grades 3, 4, 5, & 6 Mathematics
- Grade 5 Elementary Level Science

All students are expected to participate in additional field-testing for Grades 3-8 tests. Dates for these are published yearly and are available from the PreK-6 Principal or your child's teacher.

HEALTH & SAFETY

EDWARDS-KNOX VISITORS' PROCEDURE

To ensure the safety of all, visitors to our building must enter through the front entrance where they will be asked 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 required to sign out in the Front Office and return the visitor pass.

Student visitors from other schools are not permitted to enter the school building unless they have a specific reason and prior approval from the building principal.

Visitors attending school functions after school hours that are open to the public, such as Parents' Association meetings or athletic games, are not required to register.

EMERGENCY PROCEDURES

Emergency drills will be held throughout the school year. Teachers will explain the emergency procedures and talk each class through the procedures during the first week of school. When required to leave the building, classes will exit as according to the emergency procedures in an orderly fashion and with their supervising staff member/s.

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. Over-the-counter medications such as aspirin and cough drops, 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.
- C. A student is allowed to carry and use sunscreen if: the sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness, the sunscreen is approved by the FDA for over-the-counter use, the student(s) parent or guardian provides written permission for the student to carry and use the sunscreen.

SCHOOL NURSE

Please take the time to notify the school nurse 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.

STUDENT USE OF PLAYGROUND EQUIPMENT

In order to comply with safety guidelines, the age limit restriction stickers will be closely adhered to during school hours on all playground equipment.

Prekindergarten and kindergarten students will utilize the separate playground area, designed for their age group. In the spring, kindergarten students will be instructed in the proper use of the larger playground equipment and will be able to use the age appropriate equipment. Students under the age of five will not be allowed to use the larger playground equipment. Teachers, and other supervising adults, will monitor students while on the playground and reinforce safety. Guidelines for additional playground activities such as sliding, the use of the basketball court, etc. will be shared and reinforced by classroom teachers and other supervising adults.

ATTENDANCE GUIDELINES

ATTENDANCE

Our school day is from **7:55 a.m.** to 2:55 p.m. Monday through Friday. All children between the ages of 6 and 16 are required by New York State Law to regularly attend school. Attendance is important and is directly related to academic and career success. 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).

Habitual absenteeism and tardiness have 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. Because students with excessive absences may be at risk for retention due to lack of academic progress, when attendance becomes a concern, the parents/guardians of the child will receive written notification. 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 available for public review in any office. Attendance warning letters are sent to parents/guardians when students have accumulated absences that meet various thresholds ranging from Stage 1 (least severe) to Stage 3 (most severe).

EXCUSED OR LEGAL ABSENCES

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 sanctioned activities/field trips
- Quarantine
- Religious Observance



UNEXCUSED ABSENCES

Unexcused absences include, but are not limited to, vacations, working, oversleeping, issues associated with private transportation, family trips or vacations, hunting/fishing trips, etc.

Whenever possible, medical and dental appointments should be scheduled after the school day or during school vacation periods 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 in the day to prepare the necessary notes, materials, and assignments.

TRUANCY & TARDINESS

It is important to ensure students are attending class as well as arriving to class on time as these are essential aspects of ensuring an orderly environment for learning.

1. Student absence without the knowledge and consent of the parent is considered truancy. Truancy is a violation of New York State Law and is subject to disciplinary measures imposed both by the school and the Family Court.
2. Students arriving for school after 8:00 a.m. are tardy and, accompanied by a parent/guardian, must first report directly to the Front Office where the student will need to be signed in by the parent/guardian.

BUILDING GUIDELINES

SCHOOL RULES AND EXPECTATIONS

School based teams work diligently to prepare a positive behavior plan for our students, with recognition that productive, satisfying, and wholesome learning environments depend upon relationships that permit students to learn and teachers to teach. Children need to develop behaviors that support their learning and respect the right of other students to learn also. Each student has the right to a safe and orderly environment in which to learn. It is a shared responsibility of the students, school faculty and staff, administration, parents and the community to provide this atmosphere.

The following general school-wide rules describe the desired behavior:

1. Be Responsible- do the things you are supposed to do and accept the results of your actions.
2. Be Respectful - act in a way that shows care for how your actions may impact others.
3. Be Cooperative - be willing to work with others nicely and work together towards achieving a common goal.
4. Be Safe - make choices and act in ways that keep you and others away from danger or harm.

These rules will be discussed at the beginning of the year. In addition, each teacher will send home their guidelines/expectations for their classrooms/courses at the beginning of school. Please be sure to discuss these with your child.

Together our goal is to teach every child to be responsible for his or her behavior.

Modeling, practice, reminders, and praise are strategies that are utilized to support, promote, and encourage appropriate student behaviors. Additional strategies are implemented to help children who have difficulty developing appropriate school behavior. If a student's behavior warrants disciplinary action, the school will adhere to the district's established code of conduct.

Parents Can Help By:

- Reviewing school rules often and explaining the reasons for these rules
- Establishing the expectation that your child CAN learn self-control
- Promoting your child's self-confidence and willingness to try
- Expressing your interest in your child's school
- Speaking with your child's teacher about any reports of trouble in school

The following general rules describe desired behaviors at all times:

- Walk in an orderly manner at all times.
- Respect the rights and the property of others.
- Exercise courtesy, cooperation, and kindness.
- Demonstrate responsibility: complete class and homework assignments, care for your own possessions.
- Follow classroom rules.
- Obey reasonable requests of all staff members.

Specific rules apply to the following situations and areas:

1. Assemblies/Concert Etiquette

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

2. Busses

- Observe the same conduct as in the classroom.
- Be courteous; use appropriate language.
- Do not eat or drink on the bus.
- Keep the bus clean. Pick up what you drop.
- Cooperate with the driver/monitors.
- No use of illegal substances.
- Do not be destructive.
- Stay in your seat and face forward.
- Keep your head, hands, and feet inside the bus and seat area.
- Bus drivers are authorized to assign seats.

3. Cafeteria

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

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

- Do not take time to put on coats or pick up personal belongings.
- Walk in an orderly manner.
- Remain quiet and attentive.
- 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 conduct as in the classroom as well as any rules specifically designated for the library area.

6. Playground

- Students will need to wear sneakers or snow boots.
- Students will walk in the playground area.
- Students will use appropriate language.
- Students will stay in clear view of supervising staff.
- Students will refrain from jumping off equipment.
- Balls and other objects being thrown or kicked will be used outside of the framed playground area.
- Follow age limits on equipment.
- While sliding on the equipment, students will slide one person at a time and go feet first.
- While using the swings, students will remain seated and swing in a forward and backward motion.
- Rough play is not permitted on the playground or in play areas.

7. Ball Games

- Students under grade 6 must be accompanied by an adult.
- Students are to be in the gym throughout the event.

8. After School Programs

- Conduct should be as shared in the "General Rules" section.
- Attend to academics during scheduled times.
- Collaborate with others in a positive, respectful manner.
- Follow rules/procedures specific to the school area being utilized (i.e. bus, playground, etc.).

9. Elementary Dances and Fun Nights

- Follow the rules/procedures specific to the event
- Remain in the designated areas throughout the event
- Use appropriate language

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.

All parents are encouraged to complete the free or reduced-priced lunch application for their children regardless of income and return 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; Ms. Dezirae Preston, the School Nurse; and Mr. Blaine Hoppel, the Cafeteria Manager.

Elementary students are not allowed to bring soft drinks or energy drinks into the school for snacks or lunch.

APPROPRIATE DRESS

A student's dress, grooming/appearance, jewelry, make-up and nails shall follow guidelines of acceptable appearance standards and be safe, appropriate and not disrupt or interfere with the educational process.

1. Students are expected to come prepared with the appropriate clothing.
2. Appropriate, safe, comfortable shoes are necessary at all times.
 - Gym shoes (sneakers) are required for physical education (PE/Gym) and on the playground.
 - 'Crocs' and sandals are not permitted on playground equipment or for physical education classes.
 - Students with inadequate footwear may be provided with alternative shoes if available, but unprepared students may not be able to participate in specified activities.
3. Shorts, skirts, and dresses should not be shorter than fingertip length when a person's arms are relaxed at their sides and extremely brief garments such as tube tops and short bottoms may not be appropriate. Spaghetti straps are not permissible. Tank top straps must be of a width of at least two fingers at the shoulders, as measured by the students' own fingers. There will be no display of cleavage.
4. There will be no gaps between tops and bottoms and underwear should not be visible at any time.
5. Hats, bandanas, and some types of head coverings may not be worn in the elementary building during school hours, unless worn for a designated special event.
6. Students should have jackets in the fall and spring; for recess, this shall include snowsuits (pants), hats, mittens, and boots in the winter.
7. Clothing should not include vulgar or obscene language/images or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability. Use of weapons, drugs, profanity, illegal or violent activities shall not be promoted or encouraged via a student's dress.
8. Students may be required to modify their attire if clothing is considered to be in violation of the EK Mission Statement, Code of Conduct, and/or general dress code.

THE DIGNITY FOR ALL STUDENTS ACT

The Dignity Act (DASA) prohibits the harassment and discrimination of students by students and school personnel. The students have the right to be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event function or activity. The students have the responsibility to respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act, to conduct them in a manner that fosters an environment that is free from intimidation, harassment, or discrimination, and to report any incidents of intimidation, harassment, or discrimination. Bullying and hazing are forms of discrimination and harassment. The Dignity Act applies to behavior on school property (including athletic fields, playgrounds, and parking lots), in school buildings, on a school bus/vehicle, as well as at school-sponsored events or activities.

Types of Harassment Behaviors

Physical:

- *Hitting, punching, tripping
- *Kicking, pushing, scratching
- *Damaging, stealing property

Social/Emotional/Relational:

- *Excluding or threatening to exclude
- *Spreading rumors, gossiping
- *Ostracizing, alienating
- *Using threatening looks or gestures
- *Extortion

Verbal:

- *Name calling, teasing, taunting
- *Making offensive/discriminating remarks
- *Verbally threatening/intimidating

Cyberbullying:

- *Use of internet, cell phone, or other technology to harass and intimidate

DISCIPLINE Student discipline will be handled on a case by case basis in accordance with the District Code of Conduct. If your child is experiencing issues, the principal or teacher should be notified immediately.

INTERVENTIONS/CONSEQUENCES

There are a range of disciplinary interventions and/or consequences when a student has made an inappropriate choice about their behavior. A sequential form of discipline will be implemented to help children who have difficulty developing appropriate school behavior. Classroom interventions are used at the lowest level of consequences and in an effort to prevent a minor discipline problem from becoming a major disciplinary incident. If a student's behaviors continue to negatively impact the learning of the student and/or others or due to the severity of the offense, other consequences and disciplinary action may be appropriate.

Some interventions/consequences may include, but are not limited to:

1. Reminders/redirection,
2. Reteaching of expectations and skills,
3. "Time Out" within the classroom, in another classroom, or other school location,
4. Loss of classroom privileges and/or exclusion from specific activities,
5. Detention during recess, lunch, or after school until 4:10 p.m.,
6. Removal from the cafeteria and/or seat assignment change,
7. Individualized behavior plan,
8. Alternate assignments given upon removal from a class,
9. Referral to outside support agencies (United Helpers, counseling services, etc.),
10. Loss of bus privileges,
11. Suspension,
12. Special arrangements, on a case-by-case basis, for children having serious difficulties.

STUDENT SEARCHES AND INTERROGATIONS

E-KCS is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this type of environment, the principal may question a student about an alleged violation of the law or the school Code of Conduct. Students will be told why they are being questioned. In addition, the Building Principal has the authority to conduct searches of students and their belongings if he/she has reason to believe that the search will result in evidence that the student violated the law or the school Code of Conduct. Student lockers, desks, Chromebooks, e-mail accounts, and other storage spaces may be subject to search at any time by the Principal without prior notice to the students and without their consent.

ILLEGAL DRUGS & TOBACCO

The Board of Education, recognizing health hazards associated with smoking, prohibits possession of tobacco products, smoking, electronic cigarettes, or any other use of other tobacco products on school premises and school-sponsored activities.

The use of tobacco products in the building or on school property is strictly prohibited by law. The possession and/or use of a controlled substance in the building or on school property is prohibited. If any person is involved in the sale of an illegal substance or is found to be under the influence of an illegal substance, parents and the local authorities will be notified. Prescription drugs and over-the-counter drugs cannot be in the possession of any student. Students requiring medication will have that medication stored in the nurse's office and dispensed by the nurse. Possessing, consuming, selling, attempting to sell, distributing, or exchanging alcoholic beverages, tobacco, tobacco products, bath salts, synthetic drugs, or illegal and/or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function are illegal. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, drug paraphernalia, bath salts, synthetic marijuana, and any substances commonly referred to as "designer drugs."

STUDENT CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and personal electronics including, but not limited to, radios, iPod, MP3, iPad, notebooks, electronic games, cameras, etc., cannot be used in school during school hours unless permission has been granted by a teacher or administrator. Such devices, if brought into the school building, must be turned off and stored in lockers until the close of school. Personal combination locks will be permitted for those students that choose to bring electronic devices into school. Prior to use of the lock, students will be expected to provide the classroom teacher with the combination.

1. It is up to the discretion of the bus driver, coach, chaperone, or teacher if electronic devices are to be used during school-sponsored events, including riding the bus.
2. Students are prohibited from using 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 provision in the School District Code of Conduct that may be applicable to the circumstances involved.
3. At **no** time will cell phones or cameras be allowed in bathrooms or locker rooms at E-KCS. Violating a person's privacy by taking pictures within a bathroom or locker room setting may lead to charges being brought against an individual with the local enforcement agencies.

With the rights of the student to use electronic devices while on school property or at school-sanctioned activities comes the responsibility of using the devices properly. If an electronic device is being used inappropriately and/or the behavior while using the electronic device violates the Code of Conduct the device will be confiscated by the teacher or adult in charge and given to the principal. After the first offense, a warning will be issued and the device will be kept by the principal until the end of the day. If the misbehavior warrants further consequences due to the nature of the offense, further action may be in order. After the second consequence, an after school detention will be assigned and the phone will be returned to the student at the end of detention. On the third offense, a parent conference will be necessary for the electronic device to be returned to the parent and two after school detentions will be assigned to the student. The school is not responsible for the loss, trade or damages to any electronic device.

PARENT AND SCHOOL COMMUNICATIONS

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. Students are expected to be attentive during instruction, behave appropriately, and complete class work as assigned.

Classwork/Homework Expectations: The amount and nature of classwork & homework will be appropriate for each individual grade level. Not completing these assignments may have a negative impact on a student's final grade each marking period. Classroom teachers have established guidelines and expectations for the completion of these activities. Consequences may be given if students fail to complete tasks as assigned. If a child habitually refuses to complete their work, the principal may be involved. Parents play an intricate role in overseeing their child's completion of work that is to be completed at home and in encouraging their child to complete all activities to the best of their ability.

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. Please note specific guidelines as shared by your child's classroom teacher in the beginning of the school year.

ParentSquare: The district uses a school-wide messenger system, communicating with families (via an operating home or designated number) with a pre-recorded message for any important changes in the school day or of important upcoming events.

Seesaw: Seesaw is a platform used in the elementary PK-6. It is designed for student engagement via student driven digital portfolios and is able to be used with most devices, such as iOS, Android, Kindle Fire, Chromebooks, and computers with Chrome or Firefox. Students are empowered to create, reflect, share, and collaborate; and they can "show what they know" using photos, videos, drawings, text, PDFs, and links. The Seesaw platform provides for communication and collaboration between administration, teachers, parents, and students.

Communication with Instructional Staff/Scheduling Appointments with Teachers: We encourage parent-teacher communication. Seesaw and email are methods of contacting classroom teachers to arrange for an appointment directly with the teacher. Online communication (i.e. Seesaw, email, etc.) will be encouraged, but responses may not be immediate due to the classroom instruction schedule. *Any circumstances that require a prompt or immediate response should be directed to the Elementary Office.

Telephone Contact: In order to avoid interruptions to instruction, all telephone calls will go through the Main 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. *Any circumstances that require a prompt or immediate response should be directed to the Elementary Office.

Conferences: Dates and times for Open House and Parent Teacher Fall and Spring Conferences will be shared via the District Calendar and on the website (www.ekcsk12.org). Teachers or parents may request a conference to discuss individual concerns regarding their child at any time of the year.

Report Cards/Progress Report: When numerical grades are used, 65 will be the criteria for a passing grade for grades 4-6. Progress reports are sent mid-quarter for grades four, five, and six. Report cards will be sent home with students grades PK-6 quarterly. Report cards must be signed by a parent/guardian and must be returned as soon as possible.

ELEMENTARY DANCES AND FUN NIGHTS

Elementary Dances and Elementary Fun Nights are scheduled extracurricular events hosted by the high school as a fundraising activity. These events are intended to be fun, enjoyable experiences and to provide an opportunity for students to engage in positive social interaction in a safe, supervised setting. Attendance of the event shall be restricted to Edwards-Knox elementary students in grades 3-6. There shall be no guests, with the exception of those as specific to a particular themed dance or activity (i.e. parent/child dance, etc.).

- The student must be in attendance at school the day of the event.
- The deadline for the collection of permission slips and for the collection of money (if applicable) will be no later than two days prior to the scheduled event.
- Any permission slips that come in after the deadline will not be accepted, and the class advisor to the event will notify those students' parents of their child's inability to attend.
- Students that have a disciplinary referral in the week of the sponsored event may not be allowed to attend an Elementary Dance or an Elementary Fun Night event.
- While attending the event, students are expected to adhere to school rules and behave toward others in a responsible, respectful manner.

Student pick-up will be **within 15 minutes after the end time of the event** and by a designated adult as previously specified.

FIELD TRIPS

Field trips are extensions of in-class instruction or a reward for positive behavior. Parents will be notified in writing of all trips, and all trips will be supervised by school personnel. The classroom teacher will provide a permission slip, which must be completed, signed by the parent/guardian, and on file with the classroom teacher prior to each field trip. Participation on a field trip is a privilege and may be revoked based on behavior and/or school performance. All school rules apply to students attending field trips.

PARENTS' ASSOCIATION AND ACTIVITIES

The Edwards-Knox Parents' Association is highly involved in our school. In order to maintain the success and existence of this group, all parents are welcome and urged to become active members. Meetings are typically scheduled on the first Wednesday evening of each month throughout the school year at 6:00 p.m. Those dates will be posted on the school webpage as they approach and are available on the district calendar. Reminders and/or cancellations will be posted on the Edwards-Knox Central School webpage as appropriate.

Some of the programs the Parents' Association has supported throughout the years are: EK Cougar Club activities, Book Fair, theater visits PK-6, Teacher Appreciation Day, recognition awards, supplies, and field trips for Pre-K through grade 6. The Scholastic Book Fair is held each year in March for the students' enjoyment and profits have been used for student books and other student-centered programs as needed.

If you are interested in volunteering for our Book Fair or any Parents' Association activities, contact our school's Parents' Association President Jamie Gotham at 315-562-1287 or the elementary office.

COMMUNITY SCHOOLS PROGRAM

The Edwards-Knox Community Schools Program is designed to allow our school to be a vibrant community hub that helps address both the academic and non-academic needs of students and their families. Edwards-Knox integrates a wide range of services and supports, including health and mental health services, after-school programs, food pantry, and family engagement initiatives through strong partnerships with local organizations and agencies. For more information please contact Jennifer Hotaling at 315-562-8130.

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, and 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. Users files are NOT private. The District has access to all files and can monitor computer activity at all times. 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 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 ARE NOT allowed to print in color unless given permission by an EK staff member and should only be done for academic purposes.
17. Users are not to use Proxy servers to access the Internet.
18. Grades K-6 may have limited access or use of email accounts.
19. 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 the remainder of the semester or 60 days.
- Loss of privileges for the 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.

