

STUDENT/PARENT HANDBOOK

2018 - 2019

WELCOME!

Welcome to Eden Elementary School! The school publishes a handbook so that everyone can be made aware of the importance of a home–school effort in establishing a learning environment where all the students can learn and achieve their maximum academic potential.

We ask that all students and their parents review the following pages together so that the school’s procedures and behavioral expectations are understood. Through a knowledge and understanding of these procedures and expectations, we are confident that everyone will meet with success this school year.

I would also like to take this opportunity to invite you to Parent Information Night on Tuesday, September 18, at 6:30 PM.

See you there!

Sincerely,
Kelly LaRosa
Principal

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For more information or answers to questions you may have, call the following offices:

Eden Elementary

Office	992-3610
Clinic	992-3611
Kitchen	992-3618

District Offices

Superintendent	992-3629
Special Education	992-3645
Transportation	992-3633
Food Service	992-3623

GLP	992-3638
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Jr./Sr. High School	992-3600
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OFFICIAL STUDENT HOURS 8:40 AM – 3:05 PM

BOARD OF EDUCATION

Mr. Paul Shephard, President
Mrs. Jennifer Horschel, Vice-President
Ms. Cheryl Carpenter
Mr. Jack Cuddihy
Mrs. Marlene Grunder
Mr. Ellen Kindley
Mr. Donald Sutfin

ADMINISTRATION

Mrs. Sandra Anzalone, Superintendent
Mrs. Kelly LaRosa, Principal & Director of Curriculum, Instruction,
and Staff Development
Mrs. Shawn Johnson, Pupil Personnel Services Director

EDEN ELEMENTARY FACULTY & STAFF

3RD GRADE

Mrs. T. Lester
Mrs. C. McTigue
Mrs. M. Theophilus
Mrs. M. Weber/Mrs. K. Grimaldi

4TH GRADE

Mr. K. Fronczak
Mrs. K. Inman/Mrs. J. Bonfante
Mrs. C. Naughton
Mrs. J. Walker

5TH GRADE

Mrs. A. DeMont/Mrs. A. Steger
Mrs. L. Felser
Mrs. L. Geraci
Mrs. J. Maynard

PROFESSIONAL STAFF

Mrs. Shannon Hennigan, Guidance Counselor
Mr. J. Weis, Psychologist
Mrs. D. Smith, School Nurse
Ms. H. Tredo, Social Worker

SPECIALS

Mrs. A. Bahun	Band
Mrs. K. Bosiacki	Music
Ms. A. Francisco	PE
Ms. L. Morgan	Art
Mrs. S. Ploetz	Library
Mrs. A. Sullivan	Computer Lab
Mrs. D. Uhlman	Orchestra
Mr. K. Witman	PE

AIS/SPECIAL EDUCATION

Mrs. J. Bonfante	Special Education
Mrs. C. Durringer	Special Education
Mrs. D. Fazzolari	Speech/Language
Mrs. J. Funke	AIS /Regrouped Math
Mrs. K. Grimaldi	Special Education
Mrs. K. Musso	Special Education
Ms. T. Popp	AIS ELA
Mrs. A. Steger	Special Education
Mrs. J. Tomasulo	Physical Therapist
Mr. K. Walker	AIS Math
Mrs. S. Wieberg	AIS ELA

SUPPORT STAFF

Mrs. T. Answeeney	Cafeteria Monitor
Mr. R. Baker	Cleaner
Ms. N. Bryant	Secretary
Mrs. T. Buziak	Teacher Aide
Mrs. J. Campfield	Teacher Aide
Mrs. E. Funch	Teacher Aide
Mrs. J. Keller	Teacher Aide
Mrs. L. Postle	Secretary
Mrs. M. Smith	Teacher Aide
Mr. M. Stephens	Laborer
Mrs. S. Wakelam	Cafeteria Monitor
Mrs. S. Walczyk	Teacher Aide

HEALTH OFFICE INFORMATION

The School Nurse is available to take care of children who are injured or become ill in school.

- **If a student is absent for any reason**, a written excuse must be given to the school nurse upon returning.
- **If a student is tardy**, a written excuse must be given to a secretary in the Main Office before going to a classroom.
- **If a child needs to take medication during school hours**, the school nurse will dispense it. Both parent and family physician must submit a written request indicating the prescribed medication, name, frequency, and dosage and duration of the order. The school nurse will then assist in administering medication during school hours.
THIS INCLUDES ANY OVER-THE-COUNTER MEDICATIONS.
- **Scoliosis Screening** – New York State Education Law requires schools to provide scoliosis screening for all females in Grade 5. Scoliosis screening means examination of the uncovered spine including the cervical, thoracic and lumbar segments by viewing from the back, front, and sides under adequate illumination and observing existing range of motion of the spine in all directions. If you have any questions, please contact the nurse, Mrs. Smith, at 992-3611.
- **Physicals** – New York State requires that all new entrants, 3rd and 5th graders have a physical. This can be done by your own physician or it will be provided by the school physician in October (typically).
- **Screenings:** It is the school policy to screen all new entrants, 3rd and 5th graders for vision and hearing. Also, if requested by teacher and/or parent.
- **Chicken Pox:** If your child has been exposed to or has the chicken pox, we ask that it be reported to the health office immediately.

- **Immunizations:** A new medical exemption form for immunization must be completed every school year.

The parents of children with asthma and/or allergies may opt for their son or daughter to be assigned to a classroom that does not have fur bearing animals (i.e. hamsters, mice, gerbils, rabbits, etc.) or feather bearing animals.

Please contact our school nurse, Mrs. Smith, with any questions or concerns at 992-3611.

IMPORTANT SCHOOL INFORMATION

OPEN HOUSE – Tuesday, September 18, at 6:30

All parents are strongly urged to attend to meet collectively with the classroom teacher where the program and class routines will be discussed. Questions of a general nature can be asked and/or discussed.

PARENT TEACHER ASSOCIATION (PTA)

Eden Elementary has an active PTA dedicated to enriching our students' school experience with numerous events and presentations. PTA fundraisers and membership fees make these events possible.

PTA meetings are held on Thursday evenings at 7 PM in the Jr./Sr. High School Library once a month. Please refer to the district calendar for exact dates.

ATTENDANCE

New York State law makes school attendance compulsory. Schools are now required to note excused and unexcused absences as well as late arrival and **early departures**. School personnel will be in contact with students whose absences/tardiness/early departures become excessive.

AM ARRIVAL

Students should arrive at school between 8:30 AM and 8:40 AM.

Doors to the building are secure until 8:30 AM, Monday – Friday.

Please adjust your child's arrival time to help us minimize unsupervised students in the morning. The students' day begins at **8:40 AM** and ends at **3:05 PM**.

DROPPING OFF STUDENTS IN THE MORNING

When driving your child to school in the morning, please drop them off in the south lot via the route 62 driveway. Students may enter the front center door of the school at 8:30 AM.

BUS PASSES

If you would like your son or daughter dropped off at a different stop due to child care or other pertinent issues, please have them bring in a note to his/her classroom teacher with the following information: student's full name, the name of the person and the address of the stop, the bus route number, day affected and parental signature. Please also ensure that your child knows his/her destination. Unfortunately, space is not available to assist with transportation for small group meetings and/or parties.

Please also know that phone calls will only be accepted for route changes due to an EMERGENCY and will also require principal approval.

WALKING OR BIKING

If you would like your son or daughter to walk/bike home, please have them bring a note stating your intent. This note can be a daily note or a permanent (all year) note. If no note is provided, the bike remains at the school until a parent comes to retrieve it and the student will take the bus home. Walkers and bikers should use the sidewalk approach to the front of the school (by the flagpole) and avoid all parking lots. Bicycles should be chained and locked to the rack in front of the school. **Note: NYS law requires helmets for students under 14 years old.**

EXCUSED EARLY (BEFORE 3:00 PM)

If a student is to be excused early, please send a note to school with your son or daughter with the following information:

- student's full name
- the time of release
- the reason for leaving
- the person who will be picking up the child (if not the parent)
- parental signature

THESE STUDENTS MUST BE PICKED UP AT THE OFFICE.

Many times parents arrive at dismissal to pick up students without prior notification and dismissal may be affected. If it is possible, please send a note in the morning with your child so we can avoid the confusion at the end of the day. **PLEASE DO NOT GO TO THE CLASSROOM. THESE STUDENTS MUST BE PICKED UP IN THE FRONT FOYER.**

DELIVERING ITEMS TO SCHOOL

When parents find it necessary to deliver forgotten items, messages, etc., to their children during the school day, the parent must leave the items in the Main Office. This procedure has been established to minimize the amount of interruptions to classroom instruction. Students will be allowed to obtain the item at a convenient time in his/her classroom schedule.

CALLING HOME

Students in Grades 4 – 5 are not allowed to call home for forgotten items.

NOTE: Student cell phone use is not allowed during the academic day.

WEB SITE

Check out our web site at www.edencsd.org for current information.

PARENT PORTAL

Eden Central School District understands that parental access to information is a critical link in guiding and supporting students. The Eden CSD Parent Portal is designed to help you stay up-to-date with your child's academic progress. In this secure site, confidential information about your child is just a click away. Parent Portal is a tool that is integrated into the PowerSchool© Student Information System (SIS) that is specifically developed for parents and students. You can view attendance and print report cards. Students will have their report cards posted in the Parent Portal. If you do not have access to a computer with Internet service, please contact your child's school to arrange for a printed report card.

To use the Eden CSD Parent Portal, you need a computer with Internet access. Once the school has created your Parent Portal account, you will receive login information for a parent account and a student account. This information will remain the same through graduation from Eden Jr./Sr. High School. To ensure privacy, parents' and students' access to the Parent Portal is password protected and linked only to their account. All data exchanged between the Parent Portal system and the parent's computer is encrypted to further protect the data and ensure privacy.

SCHOOL CLOSING

Listen to **WKBW**, **WGRZ** or **WIVB** or one of the following radio stations for official school closings: **(AM) WBEN, WECK, (FM) WBUF, WJYE, WGRF, WKSE, WTSS, WEDG, WHTT, and WYRK.**

Also, parents will be notified by our automated phone system. Please make sure that all phone numbers, including emergency numbers, are up to date on the Parent Portal.

It is unlikely we will ever close early due to weather conditions because of the many logistical problems early closing would cause. However, after school activities may be canceled if inclement conditions warrant. Recent experiences indicate parents should have a contingency plan for the rare occasion when a child gets off the bus and finds no one home and/or no access to the house.

BREAKFAST & LUNCH

Breakfast will be provided for \$1.95 and lunch will be provided for \$2.15 each full day of school. Menus are found on the district website. If a paper copy is needed, please contact the office, and we will be happy to provide your child with a copy. Free and reduced breakfasts and lunches are also available. See the district calendar for more information or call the Pupil Personnel Office at **992-3645**.

Our cafeteria does provide for parents who would like to “prepay” for lunch via myschoolbucks.com. Call **992-3618** for more information.

Students who forget their lunch or lunch/milk money may charge their My School Bucks account at the cafeteria register.

VACATION PROCEDURE

Policy for Student Voluntary Absences during School Time:

Vacation time requests cannot be granted and are ill-advised; it must become the parents’ decision. If parents choose to do so, it is recorded on the student’s permanent record as an unexcused absence with parental permission. **STUDENTS ARE RESPONSIBLE FOR ALL WORK MISSED DURING THEIR TIME OF ABSENCE.**

For students:

1. Parents must provide notification at least two weeks in advance to either the Principal or Assistant Principal.
2. Parents must also inform the Attendance Office or Principal as to the length and date of absence, grades K–12.
3. Refer to attendance section for rules on excessive absences.

BAND/ORCHESTRA/CHORUS

Beginning in 4th Grade, students have an opportunity to take instrumental lessons. Fifth Grade Band/Orchestra meets on Tuesdays and Thursdays from 7:40 AM – 8:25 AM starting Sept. 20. This privilege comes with the following responsibilities:

- reasonable academic progress as measured by report card grades and standardized tests
- being prepared for lessons
- evidence of sufficient practice
- attending lessons, rehearsals, and concerts
- reasonable progress and effort in AIS and/or Resource Room
- proper dress for performances

Grades 5:

- dark dress pants, white shirt and tie for boys
- dark skirt/pants/white shirt combination or dress for girls

Grade 4:

- dress clothes

NOTE: AIS ELA, AIS MATH, AND RESOURCE ROOM obligations take precedence over chorus.

VISITORS

Parents are welcome as visitors or helpers to the classroom. Parents are also encouraged to have lunch with their children on occasion. Please contact the office 24 hours in advance so your visit can be coordinated to see specific subject areas. **Visitors/helpers must report to the office to sign in and pick up a pass. Please have identification available.** As you know, building security and the safety of our students is critical in an elementary school.

COMPUTING TRIMESTER AVERAGES

Students in **Grades 5** receive numerical grades for PE, art, music and computer lab, which are added together and divided by four to get an average. This number is then added to the grades for ELA, math, science, and social studies and divided by five for the trimester average. In **Grade 4**, specials do not get averaged in with core subjects and in **Grade 3** there are no averages.

IMPORTANCE OF READING

Researchers and educators agree that reading is the most important skill for young learners. With more reading comes reading endurance, increased vocabulary and, typically, improved writing. As the aforementioned skills improve, the areas of science, social studies and math reap positive benefits. As Eden Central School District strives to improve our students' academic experience, you will be hearing much more about our home/school collective efforts through our building's Reading Committee.

ACADEMIC ACHIEVEMENT RECOGNITION

Eden Elementary, in conjunction with the Eden PTA, recognizes student academic achievement in Grades 4 – 5. Students who attain the High Honor Roll (95.0 and above), the Honor Roll (90.0 – 94.9) or the Merit Roll (85.0 – 89.9) have their names published in the Eden/North Collins Pennysaver alphabetically. These students may also receive pencils, pens, rulers, erasers, etc. embossed with “Eden Elementary Honor Roll” and “Eden Elementary Merit Roll”, or an invitation to a PTA hosted recognition continental breakfast.

SCHOOL BEHAVIOR

Parents, teachers, the Board of Education, and the Principal developed the following guidelines for behavioral expectations.

- Students should follow directions and always do their best.
- Students are to respect others.
- Students are to keep their hands, feet and objects to themselves.
- Students are to treat others as they would want to be treated.
- Students are responsible for their own actions.
- Student's behavior cannot interfere with the learning of others.
- Students must come to school properly dressed.
- No collectables (trading cards, comic books, etc.).
- No headsets, radios, CD players, iPods, iPads, cell phones, laser pointers, pagers or gaming systems allowed in school.

- No candy or gum chewing.
- No buying or selling allowed.
- Specific rules for classrooms, cafeteria, halls and buses are posted.

DRESS CODE

Clothing should be safe, appropriate and should not interfere with the educational process. Compromised modesty should be avoided. Bare midriffs or backs will not be allowed. Inappropriate logos on clothing will not be tolerated. For safety reasons, no flip flops or “wheelie” sneakers are permitted. Hats should be removed upon entering the school. The complete dress code can be found in the district calendar.

STUDENTS’ RIGHTS AND RESPONSIBILITIES

Rights

Responsibilities

Be respected by teachers, staff and other students	Show respect for adults and fellow students
Have access to school materials and equipment (books, computers, facilities, etc.)	Show proper use for these items
Be safe in school environment	Behave in a way that does not affect safety of themselves and others
Be listened to by teachers, staff and other students	Listen to adults and each other respectfully
Be treated with dignity (no teasing, harassment, bullying....verbal or physical)	Practice the “Raiders Have” program

SUBSTITUTE TEACHERS

Our school is fortunate in having capable teachers to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important person whose impressions of our school will be carried into the community. Students should be certain that these are good impressions by being polite, helpful and respectful when being taught by a substitute teacher.

STUDENT DISCIPLINE

We make every effort to positively reinforce students for good behavior. Inappropriate behaviors may result in one or more of the following outcomes depending on the severity of the behavior and/or its chronic nature.

- verbal reprimand
- loss of privilege(s) (including field trips)
- seating arrangement (including cafeteria)
- written assignments (signed by parent/guardian)
- immediate call to parent/guardian
- detention with parental notification (4th, 5th grades)
- double detention with parental notification (4th, 5th grades)
- conference with parent/teacher/student/principal
- out of school suspension with parental notification
- suspension from bus
- financial restitution for theft/vandalism

CONSEQUENCES

More serious offenses (fighting, theft, vandalism, inappropriate language, etc.) will result in a detention or suspension for each offense.

Behaviors that are flagrant violations of accepted behavioral standards may result in suspension on their first occurrence.

DIGNITY FOR ALL STUDENTS ACT (DASA)

Beginning on July 1, 2012, all NYS public schools, BOCES and charter schools are charged with assuring that “no student is subject to **harassment, discrimination or bullying** by employees or students.”

Bullying is defined as “an act of repeated aggressive behavior by one or more students in order to intentionally hurt another person physically or emotionally”. Bullying is **deliberate, repeated and involves a power imbalance**. The Principal is responsible for investigating and dealing with bullying issues.

Note: Under the law, schools are also charged with dealing with issues of **cyber bullying** both on and off school property if the cyber bullying impacts on students at school.

PARENTING EXPECTATIONS

In the Spring of '97 the Shared Decision Making Team, in response to questionnaires returned by parents, adopted the following expectations:

- make school a priority
- limit extracurricular activities
- get your child to school when school is in session
- make sure your child has a good night's rest
- make sure homework is completed properly (check assignment sheets/books, book bags, papers)
- make sure your child gets a nutritious breakfast and packs or plans to buy a nutritious lunch (free and reduced breakfast and lunch are available)
- send children to school with healthy, nutritious snacks (fruits/vegetables)
- engage your child in conversation about school (i.e. “Tell me three things that you learned in school today” or “What did you learn in math?”). Don't accept “nothing” for an answer.
- establish a place and a quiet time for homework (immediately after school may not be the best choice, but after dinner may be excellent)
- support school with a positive attitude (if you have a concern about school, please call)

ASSIGNMENT BOOKS

All students are issued an assignment book and are required to use the assignment book on a class by class, day by day basis.

HOMEWORK

The following time allotments are typical:

Grade	<u>Reading</u>	<u>Homework</u>
3	15 min.	15 min.
4	15 min.	20 min. (math) 20 min. (spelling, etc.)
5*	20 min.	45 min.

*Times may vary depending on AIS commitments, music lessons, and work completed in class. Contact the teacher if there seems to be too little/too much homework.

NOTE: Projects are assigned with sufficient lead time, and often, with much of the prep work done in school. Students must budget their time to avoid an unreasonable workload when project deadlines are coupled with homework.

HOMEWORK FOR SICK/ABSENT STUDENTS

If you would like homework collected for your son/daughter when sick/absent, please contact the office on the **second day** of absence by 9:30 AM. Assignments will be available at dismissal in the office.

ENRICHMENT

Enrichment opportunities are open to all students, and it is the responsibility of the entire school and community to continually provide ongoing enrichment and the invigoration of the education environment. A *partial list of these activities follows:*

- Band/Orchestra/Chorus
- All-County Band/Orchestra/Chorus
- Field Trips
- All-County Solo Festival
- Before and After School Programs (varies by year)

FIELD TRIPS

Grades 3 – 5 may go on field trips this year (depending on outside funding). Students will ride school transportation to and from their destination when the field trip does not exceed normal school hours. Teachers will solicit the assistance of parent chaperones as needed. **All chaperones must have completed our Volunteer approval form.** Chaperones should refrain from bringing siblings on field trips.

ACADEMIC INTERVENTION SERVICES

Eden Elementary remediates students in math and reading/writing as required by NYS and the district AIS Plan.

AIS services are mandatory and take precedence over enrichment activities (i.e. Chorus) and specials (excluding Physical Education). Your child may be removed from these areas in order to meet AIS requirements.

LIBRARY LOAN POLICY

All library materials are checked out electronically. Students may borrow two books from the library for two weeks. Upon their return, students may borrow two more books. Notices are sent home when materials are several weeks overdue. Payment requests are sent home for lost or damaged books. We will refund money for lost materials that are subsequently returned.

LOST/DAMAGED TEXTBOOKS/LIBRARY BOOKS

Students will be charged for lost and damaged textbooks and library books at the original purchase price. Books that are subsequently found may be returned for a refund.

HOW CAN PARENTS LEARN MORE ABOUT SCHOOL?

- **Visit Your School.** Parents are welcome on any day. Please notify individual teachers or the office prior to the day you wish to visit as classroom schedules may change.
- **Attend Open House.** Each grade level has its own Open House. More information will be forthcoming in the monthly newsletter.
- **Attend Parent-Teacher Conferences.** Discuss your child's progress, successes and needs with his/her teacher(s). Call school to schedule an appointment if a conference is desired.
- **Check out edencsd.org. This is one way to communicate important messages to the entire school community.**
- **Look for and read the monthly newsletter from the Principal.** This can be found on the Elementary School website. Put special dates on your family calendar.
- **Browse your child's grade at least once every five weeks via Parent Portal.**
- **Look at your child's report cards via the Parent Portal every 13 weeks.**
- **Join the Parent-Teacher Association.** Please join other parents in their support for our school community. Excellent PTA programs are planned throughout the year. Join the PTA!

RESOLVING CONCERNS

Concerns by a parent should be addressed at the level of concern. If a parent has a concern with a teacher, the parent should contact the teacher. If the concern is not resolved, then contact the building Principal. If not resolved at that level, the Superintendent should be contacted.

CONCLUSION

Thank you for reading this handbook with your child. We hope you have found it informative and helpful. It is meant to help you better understand what we expect from our students and school community.

IMPORTANT SCHOOL EVENTS

2018 – 2019

9/4 & 9/5	Superintendent Conference Days
9/5	Meet the Teacher, 1:00 PM–2:00 PM
9/6	Students First Day of School
9/18	Parent Information Night, 6:30 PM
9/28	11:15 AM Dismissal - Professional Development
10/1	EE Picture Day
10/5	Go Home Early Drill (Dismiss 15 Minutes Early)
10/8	No School - Columbus Day
10/9	AIS Info Night, 6:30 PM
10/22-10/26	Red Ribbon Week
10/26	PTA Halloween Event
11/1	Professional Development Day
11/2	Picture Retake Day
11/12	No School - Veterans Day
11/21-11/23	No School - Thanksgiving Holiday
12/6	Grade 5 Band, Orchestra, Chorus Concert, 7:00 PM
12/7	11:15 AM Dismissal - Professional Development
12/13	Report Cards on Parent Portal
12/14	No School - Parent/Teacher Conference
12/22–1/1	Winter Recess
1/2	School Resumes
1/12	ECMEA Elementary Auditions
1/21	No School - Martin Luther King, Jr. Day
1/28	11:15 AM Dismissal - Professional Development
2/18-2/24	February Break
2/25	School Resumes
2/28	Grade 5 Band/Chorus Concert, 7:00 PM
3/2	ECMEA Elementary All County Rehearsal
3/5	STEAM Night & Invention Convention
3/6	ECMEA Elementary All County Rehearsal
3/8	ECMEA Elementary All County Rehearsal
3/9	ECMEA Elementary Concert
3/15	11:15 AM Dismissal - Staff Development
3/18	Superintendent's Conference Day
3/19	District Orchestra Concert, Grades 4-12, 7:00 PM
3/22	Report Cards on Parent Portal
4/2-4/3	NYS ELA Assessment
4/19-4/28	No School - Spring Recess
4/29	School Resumes
5/1-5/3	NYS Math Assessments
5/21	Grade 5 Band/Orchestra/Chorus Concert, 7:00 PM
5/23	Grade 2 Parent Tour of Elementary School, 9:00 AM
5/27	No School – Memorial Day
5/30	Fourth Grade Recital (Band, Orchestra, Chorus) 7:00 PM
6/3	Grade 4 Science Assessment

6/5 3rd Grade Parent Info Night for Band/Orchestra
6/6 Grade 2 Students Visit to Elementary School
6/7 Grade 5 Puberty Presentation
6/14 Flag Day
6/20 Eden Elementary Field Day
6/21 11:15 AM Dismissal - Professional Development
Eden Elementary Talent Show, 9:00 AM
6/24 11:15 AM Dismissal
6/25 11:15 AM Dismissal
Grade 5 Moving Up Day, 9:00 AM
6/26 Professional Development Day
6/28 Report Cards on Portal