

**RONALD L SODOMA
ELEMENTARY SCHOOL**

**2017-2018
PARENT HANDBOOK**



**ACHIEVEMENT, CHARACTER, AND SUCCESS
FOR LIFE... ACS**

Ronald L. Sodoma Elementary School
324 East Avenue
Albion, New York 14411
(585-589-2030)

Dear Parents & Guardians:

The staff is delighted to welcome your child to the Ronald L. Sodoma Elementary School. We are sure he or she is looking forward to the beginning of school. We also cannot wait for school to start! We hope to see you at our open houses and parent conferences, at our family learning nights, at our concerts and special events, and as a volunteer or chaperone with the classroom.

The emphasis at the elementary level is on a positive and creative approach to learning, and on close partnerships with our families. Our lessons and experiences are opportunities to develop Achievement, Character, and Success for all of our students. We believe, as you do, that they can do great things, with a positive purpose.

You are our most important partner in your child's education. Both research and common sense tells us that children need us to work together to support them with consistency and optimism. A consistent connection between the child, school and home creates successful students and stronger families. The first step in this connection is communication.

It is our sincere desire that this "parent handbook" will assist in answering some of the questions that you may have about the elementary school. We ask that you read it carefully and place it in a convenient location for a quick and easy reference. If during the school year you have concerns or questions, please feel free to contact the elementary school office at 589 – 2030, or email me at rcurtin@albionk12.org. Thank you for your support and continued cooperation as a member of our school community. We hope to see you soon!

Sincerely,



Rachel Curtin
Principal

Our elementary office is open from 7:30 a.m. - 4:00 p.m. Teachers are generally available for calls or conferences from 8:40 a.m. until 9:00 a.m., and after dismissal. Our phone number is 585-589-2030. Voicemail can be left for a teacher at any time. Email addresses are available on our website.

Notes and flyers regarding school activities are often sent home with students. Please check your child's backpack, or take home folder, etc. on a daily basis. You will often find invitations to special events such as classroom activities or Family Learning Night, with RSVP forms to return.

Parents and members of the community are encouraged to attend public Board of Education meetings, which are generally held the first Monday of each month in the District Office Board Room at 7:00 p.m. Please park in the lot closest to the community entrance.

WHO DO I CONTACT ABOUT...

ALBION DISTRICT OFFICE	MR. MICHAEL BONNEWELL, SUPERINTENDENT .. 589-2050
ATTENDANCE/ABSENCES	MRS. SNOOK 589-2031
BUS GARAGE/BUS ROUTES	MRS. OLLES..... 589-2070
CAFETERIA/MEAL INFO	MAVONNE LUCKMAN..... 589-2075
CONCERNS/PROBLEMS	MRS. RACHEL CURTIN, PRINCIPAL..... 589-2030
COUNSELOR (PK-2)	MRS. SZYMULA-GEORGE..... 589-2032
COUNSELOR (3 RD -5 TH)	MS. SALLY SCHMIDT.....589-2038
DISCIPLINE	MRS. ASHBERY..... 589-2030
HEALTH CONCERNS/NURSE	MS. BABCOCK & MRS. DRESSER..... 589-2033
LOST AND FOUND	ELEMENTARY SCHOOL SECRETARIES 589-2030
SCHOOL PSYCHOLOGIST	MRS. MARTEL..... 589-2034
SPECIAL EDUCATION	MRS. BEAL..... 589-2086
REGISTRAR	MRS. CASTRICONE..... 589-2051

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School Arrival and Dismissal

The safety and security of our elementary community is our priority. Our arrival and dismissal procedures for the 2017-2018 school year will help us to:

- continue to ensure that only approved individuals will pick-up your child
- reduce traffic (vehicle and people) in the bus lanes
- reduce the interaction between any children and adults who are not approved to pick those children up by restricting the entrance to the elementary school hallways and classrooms to students, employees, and designated visitors and volunteers from 8:00am-4:00pm beginning September 11th.
- bar individuals from accessing our building and children without an approved purpose.

Students who ride the bus to and from school:

Students riding the bus to and from school have simple routines. Students will be called off and on to the buses by grade levels. Staff and safety patrol will be on the sidewalks and in the halls to supervise these transitions.

Students who come to school after 9:15 am or leave before 3:00 pm:

Our school day runs from 9:00-3:25. Any student who comes to school after 9:15 or who leaves before 3:00 will need to be signed in or out at the main lobby. Any student who arrives after 9:15, or who is pulled from class prior to 3:00 will require a written reason, and it will count against their attendance record. Afternoon Pre-Kindergarten will enter through the main lobby.

Parking Lot

Always use the Clarendon Road entrance, and not the entrance by the High School.

Please be careful as you walk through the parking lot at dismissal. Hold your child's hand as busses, other parents, and many people are making their way through as well.

Do not drive through the bus loading zone at any time. The bus loading zone is the area immediately in front of the school to the grass median. Parent drop off is at the east end, by the Blue/Yellow/Red playground.

Students who come to school by car: 8:50 am-9:10 pm

There are two types of driveways coming from Clarendon Road. This first is for those who want to park and walk their child to the East Gym Lobby. The second driveway is a drive-thru drop off.

Students who arrive by car will go to the **East Gym Lobby**, (by the yellow, blue and red playground near Clarendon road) for entry into the school.

The East Gym Lobby is to be accessed from the “**Clarendon Road**” side of the Elementary School, on the east side of the campus. Please do not pull in by the tennis courts/high school. **Beginning September 11th**, only students will enter the elementary halls to go to their classrooms.

Clarendon Driveway #1: Park & Walk



- Park in visitor parking at the Clarendon Road end of the lot.
- Enter the school by the yellow, blue and red playground into the East Gym Lobby, **doors open at 8:50**.
- **Starting September 11th**: You may not go with your child into the school hallways. Good-byes happen in the East Gym Lobby.

Clarendon Driveway #2: Drive-Thru & Drop Off

- One way loop, enter at driveway #2 and form a single lane.
- Unlock your doors; look for Mr. Adams or Mr. Price; they will open your doors when it is safe.
- Children must exit on the **right/passenger side only**.
- Students then walk to the East Gym Lobby.



Student Sign-Out and Registration Cards:

Sign out for student pickup will begin at 2:45 in the East Gym Lobby. **Students who will be signed out at the end of the day will come down to the East Gym Lobby from their classrooms between 3:05-3:15.** Student registration cards will be checked, and a dismissal pass (either permanent or day paper pass) will be issued. Dismissal passes must be given to staff at the time of pick up. Send a note in with your child in the morning so that we know your child is not riding the bus.

- The person signing-out the child must be on the registration card, no exceptions. We will not accept verbal requests to add an approved pick-up guardian on the phone. Please understand that the child will not be released to anyone not on the card. In order to ensure

Registration Card

Date: 9-2-17

Parent: Curtin Rachel A

Address: 324 East Ave Albion 14411 Phone #: 585-589-2030

Date of Birth: 9-2-2007 Teacher: Sheehan

Name of father/guardian: Tom Curtin
Address of father/guardian: 100 Main St. Batavia
Daytime work phone number of father/guardian: 714-555-5555

Name of mother/guardian: Pam Smith
Address of mother/guardian: 324 East Ave Albion
Daytime work phone number of mother/guardian: 585-555-5555

A child may be released from school only to those persons whose names appear below. PLEASE LIST EVERYONE (including parents, brothers, sisters) and their phone numbers who may pick your child up from school.

Name	Phone
Tom Curtin	714-555-5555
Pam Smith	585-555-5555
Judy Smith	315-555-5555
Elizabeth Curtin	714-777-7777
Karen Smith	714-522-2222
Jacqui Curtin	714-333-3333

student safety, the Building Principal maintains a list of individuals who are authorized to obtain the release of students in attendance at school. This list is kept on the back of the student registration card that the parent/guardian provides to the teacher.

- Custodial Parent/Guardians may amend this list, and all changes to this list must be made in person. We cannot accept changes over the phone, via text message, or email.
- No student may be released to the custody of an individual who is not the parent or guardian of the student, unless the individual's name appears on this list.
- Certified copies of any court orders or divorce decrees provided by the custodial parent, which restrict a parent's ability to seek the release of his or her child shall be maintained in the office.
- In the event of an emergency, the Building Principal may release a student to an individual not appearing on the approved list ONLY if the parent or guardian has contacted the Building Principal and approves the release. Early excuses for emergency reasons should be requested in writing by the parent or guardian. Reasons for release must be submitted to the Main Office. The person seeking the student's release must sign the register in the office.

Picking-Up Students at the End of the day (2:45-3:15)

Table #1 - Permanent Pass: This is for students who will be picked up every day. Fill out both sides of a registration card and a permanent pass. No note is required; we will automatically send the student down to the East Gym Lobby every day for pick up. Sign out your student, receive laminated pass to give to the dismissal staff. Send a note in or call if you need the student to ride the bus.

Table # 2 – Paper Pass Sign-Out: This is for those “every now and again” times when you pick your child up from school at the end of the day. If you have sent in a note, the registration card will be double-checked; you will sign the student out and receive a paper pass.

Transportation Other Than to Residence

New York State Education Law obligates the District to transport students to and from their residence in accordance with defined limits. The School District has no obligation in this regard. **However, we understand that the babysitter's residence becomes the school bus stop for many of our students.** Albion Central School District will, therefore, honor requests for transportation to and/or from a point other than the family residence **on an annual basis.** If a student is going to walk or bike home or to another location, then a note must be sent.

Requests are honored one time only. The School District and the parents are obligated to the agreement for the entire school year. The district will not approve bus stops on differing days for any individual student or adjust a student's bus assignment after the beginning of the school year, unless you change your residence. This determination is based on the District's requirement to ensure safe and secure transportation for every student.

Emergency or extenuating circumstances shall be handled through respective building principals.

The school district is prohibited from transporting students to after school organizations such as Scouts, 4-H, dancing class, music lessons, or to a friend's house. Requests of this nature are not "emergencies" and will not be honored by the school district. It is the responsibility of the parent or guardian to provide transportation to and from these non-school related activities.

Please understand that bus changes by telephone or notes can NOT be honored. No student is allowed to ride on another bus without a completed bus transportation form being filled out. NO notes will be accepted to change an address.

Any student still in the East Gym Lobby at 3:20 will be sent home on their assigned school bus.

School Closings

There may be times that it is necessary for us to send the students home because of an emergency. It is important that in case this happens the children know what to do if there is no one home. When we change the routine of young children, it often frightens them, especially if they do not know what to do. For this reason, we ask you to make sure your child knows exactly what to do in case it is necessary for us to send him/her home at a time other than the regular dismissal time. This is especially true in case you might not be home.

During severe winter weather conditions, it might be necessary to cancel school. Whenever this is necessary, we call the local radio stations and they continually broadcast this information. Please DO NOT call the school to obtain this information as it is necessary for us to keep our lines open for emergencies.

Regroup Emergency Notification System

Albion Central School District has a new mass communication system available to alert you to important information about our schools! We now have the means to deliver important messages to you via e-mail, phone call, and/or text message. School closings and other emergency alerts will automatically be delivered to any phone number, text message system, and/or e-mail account you designate when you sign up.

Please note that school closings may be announced as early as 5:30 a.m. and that we will still use our usual television and radio station alerts in the event that phone, text, and e-mail systems are unavailable during an emergency.

In order to receive these messages, you must sign up to join the default group at the following site albionk12.regroup.com. You may add to, change, or delete your contact information at the same website at any time.

You may also request alerts for activities or teams your child may join later in the school year at the website. If you sign up as a member of these group you will receive additional alerts. School Buildings: Each school will have a group that you may elect to join for specific messages about the designated building. Sign up for the buildings your children attend for building specific information such as event reminders.

ACS Sports Teams: Coaches will be provided with a group that you may elect to join for information about schedule changes or other messages that need to be delivered quickly to all participants. Extracurricular Activities: Advisors and Directors will be provided with a group that you may elect to join for information and messages that need to be delivered quickly to all participants.

Specific directions for signing up for alerts can be found on our website www.albionk12.org If you do not have internet access and an e-mail address, or if you have other questions about the system, you may contact Cindy Ishmael at (585)589-2056 to sign up for text message or phone alerts.

Rights of Non-Custodial Parents

In the case of divorce or separation, a school district must provide access to both natural parents, custodial or non-custodial, unless there is a legally binding document that specifically removes that parent's rights.

A legally binding document is a Court Order or other legal paper that prohibits access to education records, or removes the parent's right to have knowledge of your child's progress and to discuss with the teacher his or her school experience.

An educational agency or institution may presume the parent has the right to examine records unless it has been provided with a legally binding document. The school does not need the permission of the custodial parent to give access to the non-custodial parent.

Visitors to the School

Parents and other citizens are encouraged to visit the school during the course of the school year. Persons who are not students or staff must sign in at the lobby window when they enter the school building. Student visitors from other schools, unless they have specific reason and prior approval of the Building Principal, are not permitted to enter the school.

Visitors to the school shall be governed by the following rules:

- All visitors must have approval of the principal prior to coming into the school.
- All visitors must report to the lobby window, sign in, and be issued a visitor's tag, which must be displayed at all times. The visitor must sign out at the conclusion of the visit.
- Parents are encouraged to visit the teachers, counselors, school nurse, school psychologist and other personnel **by appointment**, in order to discuss any problems or concerns the parent may have regarding their child.
- Special classroom activities are a truly special occasion for you and your child. Our staff works diligently to make these opportunities safe and positive for everyone. Participation in these activities is possible if you **return the forms that are sent home**. Please let us know if you need our help with this.

Deliveries & Class Treats

Deliveries of flowers, candy, and balloons for students are disruptive to the instructional program and will not be accepted. Such deliveries must be made to a student's home address. We appreciate parents' cooperation regarding this issue.

All food brought into school for treats, birthday parties, or special occasions must be pre-packaged and come sealed from the store or bakery. Hard candy, suckers, red beverages, and items that contain peanuts or peanut products are not allowed.

Please check with your child's teacher before treats are sent into school. **There may be additional allergens to consider.**

Party favors are a terrific alternative to food for classroom celebrations. The Elementary School staff also encourages parents to purchase a book for the classroom library instead of the usual classroom treat. Reading this book to the class provides a lasting and memorable "treat" for all the children.

Volunteering and Chaperone Guidelines

Due to the size of the Elementary School, and the many and varied activities that take place during a school day, it is necessary for us to provide guidelines that enable parents to participate in an effective and productive manner while maintaining the integrity of the classroom as an educational (learning) environment.

Volunteers know that time and individual attention is a precious gift to children. Here's how you can make a difference:

- Volunteer in a classroom on a scheduled basis (weekly, monthly)
- Volunteer to assist with special projects
- Become a chaperone on a field trip
- Volunteer in the library

Please fill out and return the attached form if you are interested in serving as a volunteer or chaperone. We will in turn submit this to the Board of Education for approval. Thank you for taking the time to make a difference.

Subject:

SCHOOL VOLUNTEERS

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to:

- a) Assist employees in providing more individualization and enrichment of instruction;
- b) Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total educational process;
- c) Strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist principals, teachers, and other school personnel in implementing various phases of the school program. They include the occasional volunteer that may help and assist classroom teachers, long-term volunteers assisting or helping at school on a continual, scheduled basis, and volunteers that provide assistance and supervision on trips away from school. Volunteers shall serve in these capacities without compensation or employee benefits except for liability protection under the District's insurance program. The building principal shall be notified of who may occasionally be volunteering in a classroom. Long-term volunteers, those who regularly assist, and any volunteer that accompanies students off school grounds or after school hours, must complete a volunteer application form available in all District Offices. The applications, filled out by the prospective, long-term, after school hours or overnight volunteers shall be forwarded to the District Office for evaluation. The building principal must approve of the assignment of the volunteer. Names and program affiliation shall be forwarded to the Superintendent, and volunteers selected shall be placed on a list of approved volunteers for review by the Board of Education. The Superintendent retains the right to approve or reject any volunteer applications submitted for consideration.

Certain restrictions apply to persons who are known to the District to be registered sex offenders. For purposes of this policy, a registered sex offender is any person who is currently registered as a Level I, Level II or Level III Offender under New York State's Sex Offender Registration Act (Correction Law, Art. 6-C) or who is listed on a similar registry of sex offenders in any other State.

Known registered sex offenders may not act as a volunteer. This shall not preclude a known registered sex offender from participating in activities involving a child or children for whom the registered sex offender is a parent or legal guardian, provided the known registered sex offender does not have supervisory responsibility for any other child(ren) participating in the activity. Upon request from a parent or legal guardian, the applicable building principal may allow a known registered sex offender to act in the role of a parent or legal guardian of a child but this individual shall have no supervisory responsibility with respect to any other child(ren).

Volunteer Protection Act of 1997,
42 United States Code (USC) Section 14501 et seq.
Education Law Sections 3023 and 3028
Public Officers Law Section 18
Correction Law Article 6-C

NOTE: Refer also to Policy #6540 -- Defense and Indemnification of Board Members and Employees

Adopted: 3/7/05

Revised: 04/08/13

Absence, Truancy and Tardiness

Students are marked tardy after 9:15 AM and an early-release before 3:00 PM.

Students who have perfect attendance receive special awards quarterly, and for the school year. 95% school attendance is a requirement for many principal recognition awards. We ask you to promote positive attendance habits. Yes, we all have had days that we would rather stay in bed. But we can teach our children a stronger respect for school, a stronger power of responsibility, and a stronger feeling of optimism for a new day by teaching them how to get “up and at it!” We need you to make the consistent decision to have your child in school every day and on time.

Every student is expected to be on time and to attend all classes, except in the instances listed below. The attendance secretary makes daily telephone calls to parents to check on why a child is absent. It is the parent/guardian responsibility to notify the office on the morning of the absence. Please call the Elementary School Office the morning of the absence at 589 - 2031. You may leave a message with the reason and length of absence, **as well as a request for missed work**. It is essential that parents or guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence, and be presented to the teacher as soon as a student returns to class. Undocumented absences may be considered to be truancy.

Student absence without the knowledge or consent of the parent or guardian 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.

We will take an active role in communicating with you about student absences. If your child will be out for an extended period of time, we can make arrangements with a doctor’s note for tutoring. Ongoing attendance concerns will result in principal conferences, and potentially the assistance of other agencies.

The following reasons for student tardiness or absence from school are recognized as valid:

- Sickness.
- Religious observance.
- Death or illness in the family.
- Required Court appearances.

The nurse’s office recommends the following guidelines for defining sickness:

- Temperature of 100 degrees for higher

- Vomiting or diarrhea due to illness in the last 24 hours
- Chickenpox or other contagious rashes
- Strep Throat- Child must be on antibiotics for a full 48 hours
- Red sclera (white of eye) with drainage noted
- Red/swollen throat
- Extreme fatigue (falling asleep in class)
- Wheezing/respiratory distress
- Any injury deemed by health office staff to require parent observation and/or medical intervention.

PEDICULOSIS (HEAD LICE)

Few conditions seem to cause as much concern in schools and homes as an infestation of head lice in children. Students in the elementary grades (ages 3 through 10) are the most likely target hosts for these insect pests. Head lice do not respect socio-economic class distinctions and their presence does not indicate a lack of hygiene or personal cleanliness. Recent medical recommendations from both the American Association of Pediatrics (AAP) and the National Association of School Nurses (NASN) do not treat head lice as an illness that necessitates an absence from school and have shown that the contagion does not spread as easily as once thought. Therefore, the Board of Education does not condone the absence of students from school for unnecessary reasons and considers head lice an unnecessary absence that impedes a student's educational progress.

In order to control infestations of head lice (Pediculosis), the Board of Education has adopted the following protocols:

- a) Whenever there is a possibility that a student is infested, staff will contact the student's parents. An infested student should not return to school unless corrective treatment has been given and the student is free of active lice. Current treatment protocols make this possible in less than twenty-four (24) hours. Parents may be asked to have a physician prescribe medication for treatment.
- b) A student who has been infested will be readmitted to school after successfully completing an examination by the school nurse.
- c) School staff will work with parents to minimize student absence caused by exposure to head lice. An infested student is not sick and is not a danger to other students. Excessive and unnecessary absences affect a student's educational progress.

d) School staff will protect student privacy and maintain confidentiality of medical information when infestations are detected.

e) School staff will also work to minimize the social stigma that is unfairly attached to victims of head lice infestations. Head lice are not caused by poverty or unsanitary conditions. Students will not be separated from their peers or singled out as infected. All staff will learn proper precautions to prevent further spread of the infestation.

Regulations will be developed to provide guidelines on the detection and treatment of head lice, as well as classroom procedures for dealing with affected students.

BOE Adoption Date: 1/09/12

Medical or Mental Health Concerns: 585-589-2033

In order for the school to provide safe care to our students, please notify the school nurse of any medical or mental health care issues that your child may have. If these medical or mental health concerns could potentially inhibit the academic performance of your child in the classroom, then please also contact our school psychologist or school guidance counselor.

Emergency Contact Information

Please provide numbers for your home, work, cellphones, and at least two other emergency contacts. Please update us if any of the information changes throughout the year.

Medication at school

In accordance with the New York State Department of Education regulations, medication may be administered to your child during the school day if the following are in place:

- Written order from the child's doctor. These may be faxed to 585-589-2059. Attention Elementary School Nurse
- A written statement from the parent/guardian requesting administration of the medication in school as ordered by a licensed practitioner.
- **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILDREN!**
- Parent must deliver medicine directly to the school nurse
- **The school nurse will keep medicine in a locked cupboard.** Unused medication will be destroyed at the conclusion of the treatment if parent does not pick it up. For certain medications, especially controlled substances, standards of best practice include counting the medication upon receipt and periodically. This is not a legal requirement, but constitutes a sound practice when handling controlled substances. Discrepancies should be reported to the parent immediately. The school administration should be informed of any discrepancies when such discoveries occur. Best practice includes close supervision of medication taking.

- Parent must report any change of time or amount of dosage per doctor's instructions
- Medication must be in original prescription bottle with original label and directions affixed to the bottle.
 - Prescription medications must display the following information on the pharmacy label:
 - Name and phone number of the pharmacy.
 - Licensed practitioner's name.
 - Date and number of refills.
 - Name of medication/dosage.
 - Frequency of administration.
 - Route of Administration and/or other directions.
 - OTC medications must be in the manufacturer's container/package with the student's name affixed to the container. The same applies to drug samples.
- A new order and medication is required at the beginning of each school year
It is the parent responsibility to keep track of when more medication needs to be brought in. Parents should be advised to ask the pharmacist for two containers, one to remain at home and one at school.

Student Physicals

New York State law requires a health examination by a licensed physician, physician assistant or nurse practitioner for the following students:

- Kindergarten, Grade Two and Grade Four
- Students transferring into the District whose health record shows no examination in the previous grade listed in "Item 1" above
- All students referred
- All students with handicapping conditions as required by law

Proof of examination by a private physician, subject to the approval of the school physician, shall be accepted in lieu of an examination in school. Private physicians shall indicate this proof using forms provided by the District. Such examination shall be at the expense of the parent or guardian. A dental certificate which states your child has been seen by a dentist or dental hygienist is also asked for at the same time. We suggest that you make a copy of the completed forms for your own records before sending them to the school health office. Forms may also be faxed to 585-589-2059.

A copy of the health examination must be provided to the school within 30 days from when your child first starts at the school, and/or within 30 days of the start of Kindergarten, 2nd grade, and 4th grade. If a copy is not given to the school, we will contact you discuss the anticipated date of the scheduled physical.

The district will schedule physical examinations at the school with the school physician for all mandated students who do not provide documentation. Examinations will be at the school by the school physician at the District's expense.

Screenings

The following screenings are mandated by the State of New York and will be required or completed at school:

Vision

- Distance acuity for all newly entering students, and students in Kindergarten, 1st, 2nd, 3rd and 5th grades.
- Near vision acuity and color perception screening for all newly entering students.

Hearing

- Screening for all newly entering students and students in Kindergarten, 1st, 2nd, 3rd, and 5th grades.

Scoliosis

- Scoliosis (spinal curvature) screening for all students in Grade 5.

A letter will be sent home if there are findings on the screening done at school that would cause concern or need medical follow up. Please call the school's Health Office if you have any questions or concerns. **585-589-2033**

The Eagle Way

Respect, Responsibility and Optimism

- Do your best, be ready to learn, and stay positive even when it gets hard
- While on school property, WALK, don't run.
- Follow directions given by any staff member.
- Keep hands and feet to yourself.
- Speak respectfully & Respect school property

Our District code of conduct is also included in a separate mailing.

Progressive and Restorative Discipline

Every error, disrespectful infraction, and lapse of judgment is an opportunity to learn. However, safety is our imperative. We will follow the guidelines of the code of conduct for all student consequences. A student who willfully inflicts harm on another child, willfully destroys property and/or refuses to obey will be sent to an Administrator. Parents/guardians will be contacted, and we will work with you to apply consequences and require your child to follow through on restorative action.

Dignity for All Students Act (DASA)

The DASA coordinator is the principal for each school building, in our case; Rachel Curtin. Together with Mrs. Ashbery, and other staff, we will work with everyone involved to sort through the problem, and most importantly, come up with a plan for more positive relationships.

Elementary School Bus Rules

We believe all students can behave appropriately and safely while riding the bus. For the safety of all students, we will tolerate no student that disrupts the driver from performing his or her duties or does not permit other students to have a safe bus ride to and from school. **SEVERE DISORDERLY CONDUCT MAY RESULT IN AUTOMATIC SUSPENSION OF A STUDENT'S BUS RIDING PRIVILEGE.**

Playground Rules

1. No jumping off or walking in front of swings.
2. No balls (including snowballs) on the wood chip area.
3. One (1) person at a time, feet first, in a sitting position on the slide.
4. No climbing on **ANY** slide.
5. No climbing or standing on supports, and/or the highest part of any piece of equipment (i.e. - monkey bars, swing supports, parallel bars).
6. No chase games on any playground wood chip area.
7. No throwing of wood chips.
8. No playing on sidewalk areas near the building. This includes patio areas.
9. No football, baseball, hardballs, and wooden or metal bats.
10. No going on any parking lot area for any reason.
11. No climbing on picnic tables and/or benches.

For your child's safety, we request that your child has a pair of "closed rubber sole" shoes for the playground. Non-marking sneakers are required for physical education.



code

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Albion Elementary School's Educational Programs

Students are immersed in core instruction in Reading, Math, and Writing for at least 150 minutes every day. This core study is more challenging than what most adults experienced growing up. That's ok, we can work through this together. Our family learning nights, newsletters, online resources and teachers will support your efforts to stay in touch with the curriculum. Our students also study Science and Social studies, and many classrooms use project based learning to explore service learning, and academic content.

Classrooms at the elementary school are composed of children of different levels of ability. Within the classroom or grade level some teachers may do some grouping for reading and/or math instruction. Some teachers within a wing also team or work together and may teach children from another child's classroom. Every grade level has at least one daily period of "FLEX" time. This time is used by students and teachers to practice, remediate, explore, and work on skills. AIS (Academic Intervention Services) may be provided during this time. PACE, Science Olympiad, Geography Bowl, and Accelerated Reader may also be during this time.

Each day a child is provided daily instruction in one to two 40 minute special area classes of physical education, art, health, music, library, and/or computer.

Elementary School Band and Chorus

Grade Four and Five students may take instrumental lessons and participate in the band programs. All band rehearsals are scheduled in the morning before the regular school day begins. Individual instrumental lessons are given on a rotating schedule throughout the school day. Students may be pulled during core instruction for their lesson. The fourth grade band rehearsals begin in January.

Students in grades three, four and five have the opportunity to participate in chorus. The three, four and grade five choruses are open to all interested students. Rehearsals are scheduled once or twice per week, depending on the grade level, before school.

Homework

Family commitment to homework is an important factor in your child's success. If you care about practicing and finishing homework, your child is more likely to care, and will make significant gains in comprehension and confidence. Homework time should be a consistent time set aside after each school day. The student should practice, apply and talk about the learning of the day with you. If your child says that she/he does not have any homework, you can always quiz math facts, spelling words, current events, or insist on independent reading. **If your child says that he/she does not have any homework on a consistent basis throughout the week, please call or email the teacher ASAP. Homework is typically assigned by most teachers Monday through Thursday grades 1-5.** Work not completed in class or large projects may be assigned on weekends. However homework should not specifically be assigned on a Friday or the night before any holiday or vacation breaks. Weekends and breaks from school should be considered family time.

State Testing Grades 3-5

The New York State assessments in English Language Arts, Math, and Science (4th grade) give us strategic data on your child's approach to problem solving and literacy. We use this data to support our instruction because it is specific and connected to our curriculum. The overall test results do not have a negative impact on a student's program or placement or the ability to move to the next grade level. We do not want children to feel nervous or anxious about taking the test. We just want them to focus, and to put down their best answers. If you should have concerns regarding these tests, it is important to communicate them to us. Neither the law, nor commissioner's regulation, provide a mechanism for students or districts to "opt out" of curriculum, instruction and assessment based on the New York State Standards.

Tests will be administered during the following weeks, with make-up exams available in the week after each test as well.

English Language Arts:	April 11-13
Math:	May 1-May 3
4 th Grade Science Performance:	May 23 rd -June 1 st
4 th Grade Science Written:	June 4 th

Our teachers are ready to answer your questions and concerns, our students are ready to meet this challenge, and with focus as our goal, they have everything they need to succeed.

Computer & Internet Use

The internet is a special tool that can help us learn, communicate, and solve problems. The fact is that many children encounter social networking, computer, tablet and phone technology and the internet before they come to school, or even know how to read. We incorporate digital citizenship into our curriculum. These are the responsibilities of each student in the Albion Central School District:

- Treat the people you 'meet' on the internet and the machines you use with respect.
- Act as a representative of your school, showing everyone you can act responsibly.
- Tell your teacher or another adult when you see, or your group sees, something that is inappropriate or that makes you feel uncomfortable.
- Follow all the instructions your teacher gives and stay only in the areas he/she suggests.
- Actively use the information in learning (projects, reports, discussions.)
- Use the Internet as a tool to discover my world.
- Know WHY you are using the internet for a certain task.
- Share the activities you do on the internet at home. It is important to let a parent/guardian know what you are doing on the internet..
- Be aware that there are consequences for choosing not to follow the Internet and Computer rules.



Special Services

A school nurse is available in case of accident or illness and to discuss health matters with parents.

A school psychologist is available to evaluate and recommend appropriate action for children who are having difficulty learning.

Speech therapists are employed to help students needing assistance with speech and language development

A full time counselor is on staff to work with children experiencing various problems. The counselor does group counseling in such areas as motivation, self image, behavior and school adjustment. Also, various classroom activities are instructed by the counselor at different grade levels throughout the school year.

Both remedial and special education services are available in the regular classroom setting by teaching staff employed by the district. The school district employs an E.S.L. (English as a Second Language) teacher and an Occupational Therapist (O.T.). Physical Therapy (P.T.) services are available within the district from B.O.C.E.S. staff.

Don't be surprised if you hear us singing, or see us dancing!

We are a musical school, and our staff and students enjoy singing and dancing. Every Wednesday a performer sings the National Anthem on the announcements. If you are interested in having your child/children sing, then connect with your child's teacher. Come one, come all, the Anthem is a song for all of us to sing and celebrate.

We also play music over the announcements that connect with our themes of Respect, Responsibility, and Optimism; our Mission, Vision, and Values; and to celebrate cultural awareness. We encourage you to share great song ideas that promote these positive messages.