

# Edwards-Knox Elementary

## Student Handbook

2018-2019



Webpage: [www.ekcsk12.org](http://www.ekcsk12.org)

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

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**Mr. Ronald P. Burke**  
Superintendent of Schools  
(315) 562-8130  
Fax: (315) 562-2477

**EDWARDS-KNOX CENTRAL SCHOOL DISTRICT**  
2512 CR 24  
HERMON, NEW YORK 13652

**BOARD OF EDUCATION**  
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**Mrs. Amy Sykes**  
7-12 Principal  
(315) 562-8131  
Fax: (315) 562-2477

BUS GARAGE: (315) 562-8133  
NURSE'S OFFICE FAX: (315) 562-2477  
www.ekcsk12.org

**Ms. Lura Hughes**  
PK-6 Principal  
(315) 562-8132  
Fax: (315) 562-2477

Dear Parents/Guardians,

Welcome to the ~~2017-2018~~ 2018-2019 school year! We look forward to a positive, productive partnership with you, ensuring our children are able to reach their fullest potential. With a strong partnership, we can make a difference, sharing responsibility for our children's success. We want, need, and value your involvement and support in your child's education. We ask that you guide and support your child's learning by ensuring that he/she:

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

Enclosed in this handbook are guidelines that we as a school have developed with the students' best interest in mind. Please take time to review the handbook for common procedures and expectations in our elementary school. The *Parent-Student-School Compact* in particular helps to define the roles of each of the key players in your child's education. I ask that you pay close attention to this compact and please read and discuss it with your child. Upon review of the student handbook, if there are questions about what you have read, feel free to contact either myself or your child's classroom teacher for clarification.

~~As E-K has implemented~~ All students have access to 1:1 devices (iPads and Chromebooks) in all elementary classrooms and the use of technology these devices has become an essential learning tool. ~~and we want~~ In an effort to help to ensure that your child is able to explore resources responsibly, please review with your child(ren) the Technology Guidelines for Acceptable Student Use found on pages 12-13 in this handbook and discuss with them the appropriate use of school devices.

Finally, consider joining our Parents' Association, which meets the first Wednesday of every month at 6:00 p.m. in the Quarry and is referenced within the handbook. Our students can greatly benefit from your involvement and contributions to the school's program and its operations.

~~The wonderful Edwards-Knox staff and~~ I feel privileged to be a part of this school family. Here's to an incredible school year as we work together to make our school a great place to work and learn each day!

Sincerely,



Lura K. Hughes  
PK-6 Principal





## 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;
- keep children safe by requiring all visitors sign in and wear an identification tag;
- communicate with parents, as needed, to keep them informed of their child's progress;
- deliver 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; and
- notify parents of circumstances within the school environment that are affecting your child's learning/behavior.

### **AS A PARENT, I WILL**

- ensure my child's attendance at school;
- encourage my child to be respectful and work hard in school;
- discuss the student handbook with my child including the Technology Guidelines for Acceptable Student Use;
- establish regular routines for homework and bedtime;
- encourage daily 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 circumstances that may affect my child's learning/behavior in school; and
- 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 including those specified in the Technology Guidelines for Acceptable Student Use;
- respect others' feelings, property, and opinions; and
- understand I may seek the help of others.

The complete E-K Elementary School Handbook and the Code of Conduct are available at [ekcsk12.org](http://ekcsk12.org) or by request at (315) 562-8132.

## **PHILOSOPHY STATEMENT**

The philosophy of the Edwards-Knox Central School District is that every student can learn. We will strive to enable each student the opportunity to reach their greatest potential so they may become a productive and successful citizen of this twenty-first century global community.

## **MISSION STATEMENT**

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

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

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

## **FOUNDATION PRINCIPLES**

1. SED Compliance: Ensure district is in compliance with SED to include Race to the Top (RttT), APPR, CCS, and schools in need of improvement.
2. Education: To provide all students opportunities for excellence in academics, vocational, social, emotional, and physical well-being to prepare our students for the tasks ahead when entering post-secondary education or the workforce.
3. People: To recruit and retain high quality staff and personnel.
4. Community: To foster open communication between parents, community members, and all district stakeholders to explore opportunities to provide the best learning environment for our students.
5. Technology: To ensure that all students become fluent and responsible in the use of ever evolving technology, in a safe and legal manner.
6. Finance: To work with all district stakeholders to develop fiscally responsible budgets.

## **REGISTRATION**

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

1. Birth Certificate (copy(s))
2. Immunization Record
3. Application for Free or Reduced Lunch (if applicable)
4. Proof of Residency
5. Participation in Special Education (If yes, make an appointment with the CSE Office, Mrs. LaPlant, Ext. 25303.)
6. Signed Release of Information
7. Prior Records (state assessment scores/standardized test scores/informal assessments)
8. Parent/Guardian Information
9. Emergency Information Sheet
10. Divorce/Custody Information (Please update the Main Office with any changes pertaining to child custody)

## DAILY TIME SCHEDULE

Breakfast	7:45
Students Report	7:55
Elementary Announcements	8:05
Instruction begins	8:05
Busses Depart	2:55
Teachers Depart	After busses leave

Daily schedules vary by grade level and are available from your child's classroom teacher.

## ATTENDANCE

Our school day is from **7:55 a.m.** to 2:55 p.m. Monday through Friday. Students attending breakfast are allowed in the building at 7:45 a.m. ***No other students are permitted inside the building prior to 7:55 a.m. unless accompanied and supervised by their parent.*** All children between the ages of 6 and 16 are required by New York State Law to regularly attend school.

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

Attendance is vitally important to the success of all students. 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. At the end of the school year, the school recognizes perfect attendance for any student who has attended daily ***without any tardies or early dismissals.***

## STUDENTS EXCUSED FROM SCHOOL

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

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

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

## **LEGAL/ILLEGAL 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 music lessons
- \* School sanctioned activities
- \* Quarantine

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

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

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

## **TRUANCY**

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

## **TARDINESS**

A parent/guardian must accompany a child to/from school and must sign him/her in/out. Students arriving for school after 7:55 a.m. are tardy and must first report directly to the Main Office. Once signed in, the student will be given a tardy pass to enter the classroom. Teachers will not permit student to enter without this pass. Repeated tardiness and/or absences will result in parents being notified and being requested to visit the school for a conference. Parents are not permitted to accompany the child to the classroom.

## **PARENTAL REQUEST FOR EARLY DISMISSAL**

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

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

### **BUS PASSES**

In order for a child to be considered for an alternate bus arrangement, the request must be received **in writing or by fax** (315-562-2477). The note should include the name of the child, bus number/animal, and the name and address of the alternate drop-off location. All requests must be submitted by 1:00 p.m. Telephone requests will be accepted **only** in the case of an emergency situation, with the approval of an administrator.

Requests for students to be picked up or dropped off at an address different from their primary residence may be refused for lack of physical space or other bus safety considerations. Please note that this is especially true when children invite others for parties.

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

### **SCHOOL CLOSING**

If school is closed because of bad weather, sickness or any other non-scheduled reason, notice will be given over radio station(s) (see below) before 7:00 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

WATN/WTOJ/WBDR/WOTT/The Fox

YES-FM/WPAC/Q102.9

790WTNY/Z93/Froggy 97

WSLU

### **TELEVISION STATIONS**

7 NEWS

Newswatch50-WWTI TV

YNN

WMSA/Rock 101.5/The Valley 96.1

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



## A QUICK REFERENCE FOR PARENTS

### **For information regarding . . .**

Counseling services:

Reporting an accident:

Change of address:

Early dismissal:

Transportation questions/incidents:

Special Education:

### **Contact . . .**

Classroom teacher, counselor, principal, psychologist

School Nurse, Julie Clifford, Ext. 25518

Main Office, Mrs. Truesdell, Ext. 25534

Main Office, Mrs. Truesdell, Ext. 25534

Mark Rice, Bus Garage, 315-562-8133

CSE Secretary, Mrs. LaPlant, Ext. 25303

## EMERGENCY INFORMATION SHEETS

Emergency Information Sheets will be distributed on the first day of school. Please complete then sign, date, and return to school promptly.

If your child becomes ill at school, or is injured, the school will notify you and may only provide simple first aid only. It is important for your child's safety that we know the following:

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

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.

## 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.

## 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.

## MEDICATION FOR STUDENTS

Students may not bring any medication to school. If it is necessary for your child/ren to take medication

during school hours, **NEW YORK STATE LAW REQUIRES:**

- A. The parent provides the school nurse with a written prescription from the doctor indicating the medication dosage and the time to administer. Medication must be brought to school by an adult and presented to the school nurse in its original pharmacy bottle.
- B. Even over-the-counter medications such as aspirin 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. Effective immediately, schools are **no longer required to obtain a medical provider order** to allow a student to carry and use sunscreen in school **if the following conditions are met:**
  - 1. The sunscreen is used for the purpose of avoiding overexposure to the sun and not for medical treatment of an injury or illness.
  - 2. The sunscreen is approved by the FDA for over-the-counter use.
  - 3. The student(s) parent or guardian provides written permission for the student to carry and use the sunscreen.

### **CAFETERIA**

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

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

### **SCHOOL BREAKFAST/LUNCH PROGRAM**

A free breakfast and lunch are available daily for pre-kindergarten through sixth grades. Breakfast is served at 7:45 a.m. **Only students eating breakfast are allowed in the cafeteria. In the event of a two-hour delay, breakfast will be canceled.**

### **EDWARDS-KNOX VISITORS' PROCEDURE**

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

Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

### **VISITS WITH SCHOOL STAFF**

Parents are requested to 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).

### **BIRTHDAYS**

~~In the past, we have had many cases of hurt feelings over birthday invitations. Unless the whole class is invited, please do not send birthday invitations to school. If inviting large numbers of students to a party, please know that we are **not able** to accommodate extra students on many bus runs, as they are near capacity. Plan the start times of your parties so that their parents may provide other means of transportation.~~

### **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 (ie. a birthday party). If inviting large numbers of students to a party, please know that we are **not able** to accommodate extra students on many 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 in school unless prior approval has been received from administration.

### **PROMOTION/RETENTION**

The Edwards-Knox Central School District operates under the philosophy that all children can learn with appropriate instructional modifications geared to meet the student's individual needs. Promotions and retentions are based on careful evaluation of the student's academic, physical, and social-emotional strengths and needs. Through testing, daily performance, and teacher observation, a recommendation will be made in each individual case. The parent will be an integral member of the decision-making team and will be kept up on their child's performance levels at conferences, with report cards, and with daily communication as warranted. Students in grades 4-6 that fail two core subjects (math, English Language Arts, science, social studies) will be automatically considered for retention.

### **STANDARDS FOR RETENTION IN GRADES 5-6**

~~Students who are failing (lower than 65%) in **two** core subject areas (math, English Language Arts, science, social studies) in grades 5-6 will be retained. If a local school district has a summer school program available for students in grades 5-6 and a student chooses to attend, successful completion of the program by the student may be considered for advancement to the next grade level.~~

### **TEACHER REQUESTS**

Parental requests for a particular teacher will not be accepted. Class lists are prepared to accommodate heterogeneous grouping, diverse personalities, and a mixture of strengths and abilities.

### **TELEPHONE CONTACT**

In order to avoid interruptions to instruction, all telephone calls will go through the E-KCS Main Office. Telephone calls will only be put through to teachers during their planning periods. Otherwise, calls will be forwarded to teachers' voicemail, if requested.

## **TESTING PROGRAM**

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 4 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, your child's teacher, and on the school's webpage.

## **SCHOOL RULES AND DISCIPLINE**

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

The following general rules describe desired behaviors:

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

Specific rules apply to the following situations and areas:

### **1. Assemblies/Concert Etiquette**

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

### **2. Busses**

- a. Observe same conduct as in the classroom.
- b. Be courteous; use no profane language.
- c. Do not eat or drink on the bus.
- d. Keep the bus clean. Pick up what you drop.

- e. Cooperate with the driver/monitors.
- f. Do not smoke.
- g. Do not be destructive.
- h. Stay in your seat and face forward.
- i. Keep your head, hands, and feet inside the bus and seat area.
- j. Bus driver is authorized to assign seats.

### **3. Cafeteria**

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

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

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

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

### **6. Playground**

- a. Wear sneakers, closed shoes, or snow boots; open-toed shoes are not allowed.
- b. Sit on swing properly and swing correctly.
- c. No rough play.
- d. Follow age limits on equipment.
- e. Do not jump off of the equipment.
- f. One person on a slide at a time.
- g. Go feet first on slide.
- h. Do not throw any objects in the playground area.
- i. Use appropriate language.
- j. Stay in clear view.

### **7. Ball Games**

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

## **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.** ~~An updated separate area is available for prekindergarten and kindergarten use as well as the swing set and sway fun. In the spring, the kindergarten group will receive instruction on playground use, and then those students will be able to use the age appropriate equipment.~~ **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 will monitor students while on the playground and reinforce safety.**

## **RULES FOR SLEDDING**

1. Only one person on a sled unless it is a longer sled.
2. Sit on the sled.
3. Walk up the hill on the outer paths not in the middle of the path.
4. Wait to go down the hill until the person in front of you is out of the way.
5. Wear appropriate clothing (hat, boots, snow pants, mittens or gloves).
6. Feet first.
7. No snow boards.

## **APPROPRIATE DRESS**

1. Shorts, skirts, and dresses cannot be shorter than fingertip length when a person's arms are relaxed at their sides.
2. Hats, bandanas, or other head coverings may not be worn in the elementary building.
3. Appropriate, safe, comfortable shoes are recommended. Gym shoes are required on gym days and on the playground.
4. It is expected that children will come prepared with the appropriate clothing. For recess, students should have jackets in the fall and spring; snowsuit, hats, mittens, and boots in the winter.

## **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."

## **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.

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### **TYPES OF HARASSMENT BEHAVIORS**

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#### **Physical:**

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

#### **Verbal:**

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

#### **Social/Emotional/Relational:**

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

#### **Cyberbullying:**

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

## **FORMS OF DISCIPLINE**

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

1. "Time Out" within the classroom, in another classroom, or other school location.
2. Loss of classroom privileges and/or exclusion from specific activities.
3. Detention during recess, lunch, or after school until 4:10 p.m.
4. Removal from the cafeteria and/or seat assignment change.
5. Behavior plan written by the staff and reviewed by the parent.
6. Loss of bus privileges.

7. Suspension from school, in conjunction with supporting professional staff.
8. Special arrangements, on a case-by-case basis, for children having serious difficulties.
9. Alternate assignments given upon removal from a class.



# EDWARDS-KNOX CENTRAL SCHOOL

## **TECHNOLOGY GUIDELINES FOR ACCEPTABLE STUDENT USE**

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

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, 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 e-mail 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 remainder of semester or 60 days.
- Loss of privileges for remainder of the year or 90 days.
- Students may be removed from the Network by the Network Administrator for inappropriate use of the network/Internet.
- A discipline referral needs to be filled out by faculty/staff to report violations.

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

## **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.

**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.**

**Students are prohibited from using electronic devices in any educational process which invades the privacy of student, 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.

**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 afterschool 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 afterschool detentions will be assigned to the student.

**The school is not responsible for the loss, trade or damages to any electronic device.**

## **SCHOOL PROGRAMS**

~~**Music:** In an effort to introduce students to music programs offered at Edwards Knox, students in fourth grade will participate in chorus that meets one day per cycle. Students in grades five and six have the option to sign up for chorus.~~

~~**Musical Instrument Instruction:** Musical instrument instruction is an option for students beginning in the fifth grade. Students receive lessons on their instrument. Band will meet two times per week for grade six. After 10 weeks, band will meet one time per week for grade five. Students will have the opportunity to try a variety of instruments; however, the final determination will be made by the band instructor.~~

### **Choral/Musical Instrument 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.
- 🐾 Musical instrument instruction is an option for students beginning in the fifth grade. Students receive lessons on their instrument. After 10 weeks, band will meet one time per cycle for grade five. Band will meet two times per cycle for grade six beginning the first week of school. Students will have the opportunity to try a variety of instruments; however, the final determination will be made by the band instructor.

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

**Field Trips:** Field trips are extensions of in-class instruction or a reward for positive behavior. Parents will be notified in writing of all trips, and all trips will be supervised. The classroom teacher will provide a permission slip, which must be completed, signed by parent/guardian, and on file with the classroom teacher prior to each field trip. Often teachers receive many requests from parents to join in on field trips; unfortunately, it is impossible to take everyone. Each teacher has a process they follow to select chaperones. It is important to remember the field trip is for the benefit of the students. ~~and younger siblings accompanying the group may take away from the experience, which is why~~ **Therefore,** we do not allow siblings to participate.

### **SCHOOL SUPPORT SERVICES**

#### **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.

#### **Elementary Guidance Counselor:**

- 🐾 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. ~~and career plans.~~
- 🐾 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 in the implementation of behavior management plans.
- 🐾 Facilitates social skills groups with peers as needed, addressing school-related topics such as academic skills, peer relations, and emotions management.
- 🐾 Support and promote Second Step at the classroom level.

**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. Andrea Heller and Mrs. Sherry White serve 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](http://www.ekcsk12.org). Parents and students may also contact Mrs. Heller in her office or via phone at 315-562-8131, Ext. 25186, or Mrs. White at Ext. 25519.

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

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

**Title I or AIS:** Academic support is provided to students who do not meet the academic standards set by New York State. A student 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 Response to Intervention (RtI) policy.

### **INSTRUCTIONAL SUPPORT PROGRAMS**

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

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

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.

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

**Extended Day Program:** Offers students in grades 3-8 a variety of activities after school on Mondays, Tuesdays, Wednesdays, and Thursdays from 2:45 to 4:15. This is a grant program providing academic, social, and emotional support. Transportation home is provided. Dates will be announced prior to the start of the program.

**EK Cougar Club:** An opportunity for students to read specific books at their own individual level and then partake in a computer program that tests their knowledge and understanding of that book. Students can earn points towards classroom and individual goals and have the opportunity to win various rewards.

**Second Step:** The district has implemented Second Step put into place to help students deal with the pressures of everyday life. Often we don't realize how much stress a child can face. At these young ages, children can be exposed to peer pressure and bullying. Second Step topics include making friends, managing emotions, and solving problems—to set them on the path for 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 with this program.

Program components include (but 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

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

**Cougar Quarry/Elementary Computer Lab:** This computer lab promotes reading, math, writing, and research skills. All students K-6 receive training and support in the area of computers based on age and appropriate skill level.

### **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, ~~recognition tickets~~, awards, and classroom incentives. **An end-of-year award ceremony will be held to recognize students in grades 4-6 for their academic achievements.**

## **PARENT AND SCHOOL COMMUNICATIONS**

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

**ClassDojo:** This is a communication app used in the elementary. It connects administration, teachers, and parents who use it to share photos, videos, and messages. ~~through the school day.~~ Information for connecting will be shared by individual classroom teachers.

**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.

**Report Cards/Progress Report:** When numerical grades are used, 70 will be the criteria for a passing grade for grade 4 and 65 for grades 5-6. Progress reports are sent mid-quarter for grades five and six. Report cards will be sent home with students quarterly. Report cards must be signed by a parent/guardian and must be returned as soon as possible.

When calculating the final average, 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	1.0
ELA	1.0
Music	.25
PE	.50
Art	.25

Elementary chorus and band are not calculated into Honor Roll averages.

**Conferences:** Parent Teacher Fall Conferences will be held on ~~November 16, 2017~~, **November 15, 2018**, from 3:30-7:30 p.m. The Spring Conference will be held on ~~March 8, 2018~~, **March 14, 2019**, from 3:30-7:30 p.m. Please check the district calendar on the website ([www.ekcsk12.org](http://www.ekcsk12.org)) for confirmation of dates and times for student dismissal. Teachers or parents may request a conference to discuss individual concerns regarding their child at any time of the year.

**Scheduling Appointments with Teachers:** We encourage parent-teacher communication. When you would like to meet with your child's teacher, please call to schedule an appointment at an appropriate time for you

and the teacher. You may leave a message with the Main Office to arrange for a meeting time. Some teachers do use email as a means of communication to answer questions or to keep in touch on individual concerns.

**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.

**Homework Expectations:** The amount and nature of homework will be appropriate for each individual grade level. Not completing homework may have a negative impact on a student's final grade each marking period. Classroom teachers have established guidelines and expectations for completion of homework. Consequences may be given if students fail to complete tasks as assigned. If a child habitually refuses to complete homework, the principal may be involved. Parents must play an intricate role in overseeing their child's completion of homework.

### **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 urged to become active members. Meetings are scheduled for the first Wednesday of every month at 6:00 p.m. Every other year, the organization sponsors a fund-raising project. The profits are used to provide field trips and special projects for the children. With the help of all parents, these projects can be very successful. Please lend a hand to this very worthwhile organization. For more information, contact our school's Parents' Association President Jamie Gotham at 315-562-1287.

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

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



ADMINISTRATION/OFFICE STAFF - 2017-2018-2018-2019

Burke, Ronald	-----	Superintendent
Hughes, Lura	-----	Elementary Principal
Shattuck, Sherry	-----	PK-12 Secretary
LaPlant, Cheryl	-----	CSE Secretary

EDWARDS-KNOX ELEMENTARY FACULTY AND STAFF

Atria, Danielle	-----	Grade 2
Besaw, Charity	-----	Occupational Therapist
Brabaw, Matthew	-----	Grade 6
Brewer, Lori	-----	Physical Education
Brewer, Natasha	-----	Title I Remediation
Bullock, Samantha	-----	Kindergarten
Clifford, Julie	-----	Nurse
Elkin, Nicholas	-----	Physical Education
Christy, Melinda	-----	Grade 5
Curley, Brenda	Nicholas Tate	Music/Band
Curtis, Monty	-----	Special Education
Dandrow, Karen	-----	Grade 6
Daniels, John	-----	Bldgs. & Grounds Supervisor
Deleel, Samantha	-----	Counselor
DeSellems, Shannon	-----	Grade 5
Doyle, Cheryl	-----	Music
Durham, Diane	-----	Title I Remediation
Felix, Carrie	-----	Grade 2 Grade 3
Foster, Fred	-----	Grade 4
Fredericks, Angela	-----	Prekindergarten
Frisbee, Angela	-----	Kindergarten
Fulmer, Kelly	-----	Grade 3
Hance, Kathy	-----	Special Education
Heller, Andrea	-----	Lifeguard/Student Support Coordinator
Impey, Vern	-----	Cafeteria Manager
Kulp, Jaz	-----	Title I Remediation
Lottie, Amber	-----	Grade 2

McCormick, Lindsey-----	Grade 4
McCurdy, Kara-----	Speech/Language
McGrath, Meagan-----	Librarian
MacDonald, Brandie-----	Special Education
Oemcke, Amanda-----	Prekindergarten
Rice, Mark-----	Director of Transportation
Rowe, Erika-----	Grade 1
Salego, Becky-----	Title I Remediation
Szczepanski, Stephen-----	Physical Education
Tulip, Kristin-----	Resource Room
VanTassel, Kimberley-----	<del>Grade 3</del> Title 1 Remediation
Whalen, Kallie-----	Grade 1
White, Robert-----	Athletic Director
White, Sherry-----	Psychologist/CSE Chairperson
<del>TBD</del> Kaycee Maguire-----	Art

PK-12 TEACHER ASSISTANTS

Averill, Becky-----	Teacher Assistant
Clary, Jennifer-----	Teacher Assistant
<del>Daniels, Patricia-----</del>	<del>Teacher Assistant</del>
Forsythe, Kimberly-----	Teacher Assistant
Fuller, Caleb-----	Teacher Assistant
Gotham, Patricia-----	Teacher Assistant
Grimshaw, Michelle-----	Teacher Assistant
LaPlante, Nicole-----	Teacher Assistant .5
McCollum, Shaundra-----	Teacher Assistant
Mathews, Mellisa-----	Teacher Assistant
Solon, Mary-----	Teacher Assistant
Taylor, Patricia-----	Teacher Assistant
Thomas, Jill-----	Teacher Assistant
Tresidder, Abigail-----	Teacher Assistant
Tresidder, Joni-----	Teacher Assistant
Turner, Amy-----	Teacher Assistant
VanBrocklin, Cynthia-----	Teacher Assistant

## **2018-2019 CALENDAR OF EVENTS**

### **AUGUST**

August 3	Deadline to register for 9/8/18 ACT Test
August 13	6:00 p.m. - Pre-season Sports meeting - Auditorium
August 25	SAT Test
August 30 & 31	Staff Development Day

### **SEPTEMBER**

September 3	Labor Day
September 4	First day of school
September 7	Deadline to register for 10/6/18 SAT Test
September 8	ACT Test
September 12	Sign-up deadline for the PSAT – Juniors
	6:00 p.m. – Parents’ Association meeting
September 14	11:00 a.m. – Josten’s here for class ring, graduation announcement, and cap/gown orders
September 18	1:30 p.m. – The Blue Project w/Jared Campbell – grades 5-8
September 19	12:00-2:10 p.m. – SUNY Road Show at Harrisville – Juniors & Seniors
September 21	Deadline to register for 10/27/18 ACT Test
September 28	11:10 a.m. – students dismissed early

### **OCTOBER**

October 2	College Fair – AM – Juniors & Seniors
October 3	6:00 p.m. – Parents’ Association meeting
October 5	End of 5-week progress reporting period (24 days)
	Deadline to register for 11/3/18 SAT Test
October 6	SAT Test
October 8	No School – Columbus Day
October 10	8:00-11:30 a.m. – PSAT for Juniors
October 11	Progress report go home
October 15	9:15 a.m. – Aesop’s Fables on State – grades K-4
October 27	ACT Test
October 31	1:15 p.m. – Elementary Halloween Parade in big gym

### **NOVEMBER**

November 2	11:10 a.m. – students dismissed early
	Deadline to register for 12/1/18 SAT Test & 12/8/18 ACT Test
November 3	SAT Test
	Clothing Give-Away Day (Student Government)
November 7	1:30 p.m. – Groove and Move Concert w/KTX – grades 9-12
November 9	End of 1 <sup>st</sup> marking period (48 days)
November 12	No School – Veteran’s Day
November 13	Staff Development Day – no school for students

November 15	11:10 a.m. – delayed start 3:30-7:30 p.m. – Fall Conferences High school report cards go home
November 16	Elementary report cards go home Area All-State at Crane School of Music
November 17	Area All-State at Crane School of Music
November 21-23	No School – Thanksgiving Recess
November 28	College Spirit Day

## **DECEMBER**

December 1	SAT Test
December 4	8:10-11:15 a.m. – SWT visit for Sophomores 11:30-2:45 – ASVAB for Sophomores
December 5	6:00 p.m. – Parents’ Association meeting
December 8	ACT Test
December 13	6:30 p.m. – Holiday Concert – grades 5-12
December 14	End of 15-week progress reporting period (20 days)
December 17	8:45 a.m. & 12:45 p.m. – Elementary Holiday Program
December 19	Progress reports go home
December 21	Winter Olympics
December 24-31	No School – Holiday Break

## **JANUARY**

January 1-4	No School – Holiday Break
January 11	All County at Crane School of Music
January 12	All County at Crane School of Music
January 15	11:30 a.m. – Allied Health, Ag Academy & Education Academy Presentation - Juniors
January 18	11:10 a.m. – students dismissed early
January 21	No School – Martin Luther King, Jr., Day
January 22	Regents
January 23	Regents
January 24	Regents
January 25	Regents End of 2 <sup>nd</sup> marking period (39 days)
January 30	High school report cards go home

## **FEBRUARY**

February 1	Elementary report cards go home All County Chorus at OFA
February 2	All County Chorus at OFA
February 5	8:00-11:15 a.m. – interested Juniors to SWT – Allied Health
February 6	6:00 p.m. – Parents’ Association meeting
February 8	Deadline to register for 3/9/19 SAT Test
February 15	11:10 a.m. – students dismissed early
February 18-22	No School – Mid-Winter Break

## **MARCH**

March 5	8:10-11:15 a.m. – 8 <sup>th</sup> grade visit to SWT
March 6	6:00 p.m. – Parents' Association meeting
March 8	End of 25-week progress reporting period (25 days) Deadline to register for 4/13/19 ACT Test
March 9	SAT Test
March 14	11:10 a.m. – delayed start 3:30-7:30 p.m. – Spring Conferences 6:30 p.m. – 8 <sup>th</sup> Grade Orientation Progress reports go home
March 20	9:00-2:00 – Gateways - Seniors
March 22	Staff Development Day – no school for students
March 29	7:00 p.m. – Musical
March 30	7:00 p.m. - Musical

## **APRIL**

April 2-4	NYS ELA Test – grades 3-8 testing window
April 3	6:00 p.m. – Parents' Association meeting
April 5	Deadline to register for 5/4/19 SAT Test
April 12	End of 3 <sup>rd</sup> marking period (49 days) 11:10 a.m. – students dismissed early
April 13	ACT Test
April 15-19	No School – Spring Break
April 24	High school report cards go home
April 26	Elementary report cards go home

## **MAY**

May 1	6:00 p.m. – Parents' Association meeting
May 1-3	NYS Math Test – grades 3-8 testing window
May 3	Deadline to register for 6/1/19 SAT Test & 6/8/19 ACT Test
May 4	SAT Test
May 9	AP Psychology – PM
May 10	AP US History – AM
May 13	AP Biology – AM
May 15	AP English Language & Composition – AM
May 16	AP World History – AM AP Statistics – PM
May 20	8:15-2:40 – Kindergarten Screening
May 21	8:00-11:00 a.m. – Kindergarten Screening 6:30 p.m. – Spring Concert – grades 5-12
May 22	NYS Science Performance Test – grade 8
May 24	End of 35-week progress reporting period (25 days) Cougar Day (tentative)
May 27	No School – Memorial Day
May 29	NYS Science Performance Test – grade 4
May 30	Progress reports go home

**JUNE**

June 1	SAT Test
June 3	Regents NYS Science Written Test – grades 4 & 8
June 5	6:00 p.m. – Parents’ Association meeting
June 7	8:00 a.m. – Awards for grades 7-8
June 8	ACT Test
June 14	8:00 a.m. – Awards for grades 9-12
June 15	10:00 a.m. – Kindergarten Ceremony
June 17	Last day for grades 7-12 11:30 a.m. – Graduation luncheon/practice
June 18	Regents
June 19	Regents
June 20	Regents
June 21	Regents
June 24	Regents 9:00 a.m. – Academic Awards Assembly – grades 4-6
June 25	Regents
June 26	Regents Rating Day K-6 Meet & Greet 11:10 a.m. – students dismissed early Report cards go home Last day of school
June 29	11:00 a.m. – High School Graduation

**\*\*\*DATES SUBJECT TO CHANGE**

# Edwards-Knox School Calendar – 2018-2019

## August

30 Staff Development Day  
31 Staff Development Day

## September

3 Labor Day  
4 First Day of School  
28 11:10 Student Dismissal

AUGUST/SEPTEMBER 2018						
S	M	T	W	Th	F	S
				30	31	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						

## FEBRUARY '19

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		

15 11:10 Student Dismissal  
18-22 Mid-Winter Break

8 Columbus Day

OCTOBER '18						
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 '19

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						

14 11:10 Delayed Start  
22 Staff Development Day

2 11:10 Student Dismissal  
12 Veteran's Day  
13 Staff Development Day  
15 11:10 Delayed Start  
21-23 Thanksgiving Recess

NOVEMBER '18						
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 '19

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				

12 11:10 Student Dismissal  
15-19 Spring Break

24-31 Holiday Break

DECEMBER '18						
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 '19

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	

27 Memorial Day

1-4 Holiday Break  
18 11:10 Student Dismissal  
21 Martin Luther King Day  
22-25 Regents Exams

JANUARY '19						
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		

## JUNE '19

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						

3 Regents Exams  
17 Last day for grades 7-12  
18-21 Regents Exams  
24-25 Regents Exams  
26 11:10 Student Dismissal  
26 Rating Day  
29 Graduation