

# Akron Elementary School Handbook 2024-25



## BOARD OF EDUCATION

Our seven-member Board of Education is elected by district residents to represent them. Meetings are generally held on the second and fourth Wednesdays of the month. Meetings begin at 7:00 p.m. in the High School Cafeteria.

**President:** Mr. Eric Polkowski  
Mr. Ryan Allen  
Mrs. Heather Cayea  
Mr. Joseph Cena

**Vice President:** Mr. Phillip Kenline  
Mrs. Stephanie Coffta  
Mrs. Kristy Pingitore

***Superintendent of Schools - Mrs. Andrea Kersten***

***Elem. Principal - Mr. Todd K. Esposito***

***Elem. Assistant Principal - Mrs. Caroline E. Kos***

## LAND ACKNOWLEDGEMENT

The Akron Central School District acknowledges that we gather on the traditional lands of the Tonawanda Seneca Nation. We honor the contributions of the Indigenous peoples past, present, and future with gratitude for the land as we continue to work together with a spirit of respect and understanding.

Dear Families:

Welcome to Akron Elementary School! During the 2024-2025 school year ahead, we look forward to establishing closer ties and open communication between your home and school. This handbook should assist you in better understanding many important procedures and policies in place at the elementary school.

We consider Akron Elementary to be a family. Certainly, we cannot replace parental love and support, however, it is our personal goal to foster an environment where children can learn in a safe, warm, caring, and structured environment. This goal can best be accomplished when we all work together as partners; children, parents, staff, and administration.

We ask that all students and parents review the following pages together so that the school's procedures and behavioral expectations are understood. We are confident that, with an understanding of these procedures and expectations, each child will have a successful year.

We look forward to an exciting journey throughout the 2024-2025 school year. It promises to be filled with academic, social, and emotional learning opportunities. Please feel free to contact us at 716-542-5050 whenever questions or concerns arise. Best wishes for a great school year!

Sincerely,

**Mr. Todd K. Esposito**  
Elementary Principal

**Mrs. Caroline E. Kos**  
Elementary Assistant Principal

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## **MISSION STATEMENT**

The mission of the Akron Central School District, a learning-centered community dedicated to the dreams of our students, is to ensure that each student realizes his or her unique human potential and contributes positively to society, through a system characterized by:

- Valuing the unique gifts and dreams of each person
- Developing all dimensions of each human being
- Advancing the knowledge, skills, and wisdom of each person
- Nurturing and respecting the dignity of each human being
- Cooperatively working to continuously create new realities

## **DISTRICT STRATEGIC PLAN 22-25**

- I. Goal 1: Develop a plan to increase effective communication practices district-wide.
  - A. *Value Statement: Increase awareness of district activities, news, and communications.*
- II. Goal 2: Develop and utilize district-wide practices that teach and reinforce pro-social behaviors so that Akron Schools is an affirming and inclusive school community.
  - A. *Value Statement: School should be a place where all students feel welcome*
- III. Goal 3: Create engaging and challenging learning opportunities that reflect all of Akron's students' cultural and developmental interests.
  - A. *Value Statement: Improving class engagement would increase student interest, challenge students, and build connections to "real world" experiences.*

## **SCHOOL HOURS**

Our school day starts at 8:00 a.m. and ends at 2:30. Students should not arrive at school before 7:30 a.m. Any student arriving before 8:00 a.m. must enter the door closest to the gym (DOOR 7) and report to the cafeteria or gym. The period entitled "9th period" between 2:25 p.m. and 3:23 p.m. each school day is provided for teachers to give extra help or for student enrichment activities. Our school office hours are 7:30 a.m. to 3:30 p.m.

## **IMPORTANT PHONE NUMBERS**

Bus Garage 716-542-5026

District Office 716-542-5010

Elementary Health Office 716-542-5056

Elementary Office 716-542-5050

Elementary Attendance 716-542-5007

Middle School Office 716-542-5040

High School Office 716-542-5030

Special Education Office 716-542-5077

## **EMERGENCY CLOSINGS**

When school must be closed due to weather or conditions that may endanger the health and safety of children, you will receive an automated call or text alert through the district Power Announcement System for important/emergency notifications. An announcement will be made on local radio stations as well as on television stations **2(NBC), 4(CBS), and 7(ABC).**

## AKRON PARENT TEACHER ORGANIZATION (APTA)

Akron Elementary is fortunate to have a very active PTA. New members are always welcome. All are welcome to attend monthly meetings and become involved in events.

### 2024-2025 PTA Officers:

President - Melissa Garverick  
 Vice President - Kristina Sanner  
 Secretary - Danise Winter  
 Treasurer - Kim Robinson

### AKRON ELEMENTARY FACULTY & STAFF:

UPK			
Miss E. Stoeckl - E128	Mrs. J. Howell - E127		
KINDERGARTEN			
Mrs. B. Chunco/Mrs. J. Klodzinski - E110	Mrs. K. Warren/ Miss S. Filion -E126	Miss E. Drum-E122	Mrs. C. Logan - E121
Mrs. M. Schulz/Mrs. Chubb -E163			
FIRST GRADE			
Mrs. H. Junke - E113	Mrs. M. Stanley - E114	Mrs. M. Mathews/ Mrs. M. Heiderman-E115	Miss M. Knapp - E117
Mrs. K. Stachowiak -E118			
SECOND GRADE			
Mrs. S. Martino - E229	Mrs. C. Samolis - E223	Mrs. M. Coppola - E224	Mrs. J. Bellis/ Mrs. L. Bates - E228
THIRD GRADE			
Mrs. J. DeTine - E206	Ms. L. Lamont -E209	Mrs. L. Boeing/ Mrs. K. Greiner - E210	Mrs. J. Matussek - E211
FOURTH GRADE			
Mr. B. Bellis/ Mrs. K. Blochwitz - E213	Mrs. J. Kneis/ Mrs. K. Blochwitz - E218	Mrs. L. Williams - E215	Ms. E. Vieaux/Mrs. C. Jackson - E217
FIFTH GRADE			
Mrs. C. Srour/ Miss A. Bargnesi - E244	Mrs. J. Tagliarino - E245	Mrs. D. DuPont - E252	Mrs. M. Guevara - E254
Miss K. Gaik - E246			

<b>SPECIAL EDUCATION</b>			
Mrs. L. Bates - E227	Mrs. K. Blochwitz – E201	Miss. G. Foster - E130	Mrs. J. Klodzinski - E159
Miss M. Orffeo - E200	Miss A. Bargnesi- E247	Mrs. K. Greiner - E201	Miss S. Fillion - E207
<b>SPECIALIZED INSTRUCTION AND SUPPORT STAFF</b>			
Mrs. A. Abrams - Native American Liason E100B	Mrs. M. Bilinski - Social Worker E159	Mrs. A. Burtis - Reading E109	Mrs. J. Castiglione - Speech E158
Mrs. A. Critelli - OT E157	Miss J. Daigler - Reading E108	Mrs. B. Jonathan - Native Studies C117	Mrs. J. Kershenski - Library
Miss N. Komosinski - Inst. Music C105	Mrs. T. Martin - Counselor - E120	Mrs. J. Nieman -Reading E108	Mrs. E. O'Connor - Psychologist E119
Mrs. S. Schreck - Instructional Coach C118	Mrs. B. Schukraft – PE	Ms. J. Shellum - Speech E158	Mrs. L. Dojnik -AIS Teacher Asst. C206
Mrs. K. Stachowski - Music E234	Miss. C. Wazny - Art E222	Mr. R. Westmiller - PE	Mrs.. Lynn Ruszanowski - PT E157
Mrs. D. Dojnik – Computers E219	Mrs. K. Corser – Literacy Coach 3-5 E253	Mrs. C. Best - Math AIS E255	Mrs. M. Gehl- Math AIS C206
Mrs. J. Vespa - Speech E251A	Mrs. J. Cena - AIS Teacher Asst. C206	Mrs. K. Jelson - OT E157	Mrs. C. Sanville - Orch. C103
<b>SUPPORT STAFF PERSONNEL</b>			
Mrs. K. Northem and Mrs. M. Garverick – Elem. Secretaries	Ms. L. Karczewski – Elem. Nurse	Miss J. Fix - MS/HS Nurse	
<b>TEACHER AIDES</b>			
Mrs. V. Edwards	Mrs. K. Roth	Mrs. J. Childs	Mrs. D. Dojnik
Mrs. B. Fix	Mrs. J. Karl	Mrs. A. Corby	Mrs. C. Judd
Mrs. M. Ludwig	Mrs. L. Sommers	Mrs. H. Ford	Mrs. S. Moreton

### **STUDENT CODE OF CONDUCT**

The Akron Elementary faculty and staff embrace a philosophy that supports a positive and restorative approach to discipline. Administrators, teachers, and staff members implement Restorative Justice Practices to allow students to reflect, learn, and grow as social citizens. Restorative Justice aims to strengthen relationships, prevent bullying, and reduce student conflict. It is a philosophy that calls for a cooperative team effort. Parents, students, and school personnel working together can create a successful program for all. The Akron Central School District Code of Conduct is also available on the school website. We ask parents, students, and teachers to review and discuss the student rights, responsibilities, infractions, and corresponding behavioral consequences outlined below:

## STUDENT RIGHTS

The district is committed to safeguarding the rights given to all students under state and federal law and promoting a safe, healthy, orderly, and civil school environment; all District students have certain rights and responsibilities.

<b>Rights</b>	<b>Responsibilities</b>
Attend school and be granted to receive an appropriate education.	Attend school regularly and on time, complete assignments, and strive to do the highest quality work possible. Be prepared to learn.
Be treated with dignity and respect by peers, teachers, and staff. Enjoy a positive school environment 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.	Respect one another and the rights of others fairly and in accordance with the Code of Conduct and provisions of the Dignity Act. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
Be safe in the school environment.	Behave in a manner that will not jeopardize the safety and well-being of oneself or others.
Be allowed to participate in extracurricular activities on an equal basis regardless of race, color, creed, religion, gender, sexual orientation, national origin, political affiliation, age, marital status, military status, or disability.	Be aware of and abide by the rules and expectations governing participation and support these activities. Hold themselves to the highest standard of conduct, demeanor, and sportsmanship.
Present their version of the facts and circumstances of all disciplinary matters.	Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
Dress according to personal taste.	Dress in a manner that does not endanger physical health, or safety, limit participation in school activities or cause distraction to the learning environment.
To express themselves in a socially acceptable manner.	To react to directions given by school personnel in a respectful and positive manner.
Access to a variety of technological resources to support learning.	Know and follow the District's Technology Acceptable Use Policy.

## **PROMOTING POSITIVE BEHAVIOR**

Akron Elementary prides itself on promoting a positive school climate and culture that provides students with a supportive environment in which to grow both academically and socially. Our school takes a proactive role in nurturing students' pro-social behavior by providing them with a range of positive behavioral supports as well as meaningful opportunities for social-emotional learning. Effective social-emotional learning helps students develop fundamental skills for life effectiveness, including: recognizing and managing emotions; developing caring and concern for others; establishing positive relationships; making responsible decisions; and handling challenging situations constructively and ethically. Such skills help prevent negative behaviors and the disciplinary consequences that result when students do not live up to behavioral standards.

Student engagement is also integral to creating a positive school climate and culture that effectively fosters students' academic achievement and social/emotional growth. Providing students with multiple opportunities to participate in a wide range of pro-social activities and, at the same time, bond with caring, supportive adults reduces negative behavior. Examples can include: restorative practices, providing students with meaningful opportunities to share ideas and concerns and participate in school-wide initiatives such as our "Bucket Filling"; student leadership development; using corrective feedback; and developing school-wide positive behavior systems. Such opportunities, coupled with a comprehensive guidance program of prevention and intervention, provide students with the experiences, strategies, skills, and support they need to thrive.

### **Akron Elementary Core Values:**

**Be Kind**

**Follow Directions**

**Listen**

**Hands and feet to yourself**

### **CELL PHONE USE:**

Possession of cell phones, tablets, i-pods, hand-held video games, or any electronic recording device in the classroom (unless directed by a teacher or administrator) or cafeteria is prohibited. Outside of educational purposes, video or audio recording of any kind on school property is strictly prohibited. This includes recording on a personal device or use of Chromebook provided by ACS. Students are not permitted to use any electronic watch for texting, recording, or phone calls, during any portion of the school day. Teachers and administrators reserve the right to ask for an electronic watch to be removed at any time.

### **MAJOR VS. MINOR INFRACTIONS**

Depending on the level of severity, some behavioral infractions can be categorized as either major or minor infractions. The building Principal or Assistant Principal reserves the right to determine the category of each infraction as well as the possible outcome or consequence for such behavior. At the Elementary level, it is our goal that any behavioral infraction will result in a learning experience for the student for corrective action in the future.

## MINOR INFRACTIONS

Infraction	Range of Possible Outcomes
<ul style="list-style-type: none"> <li>● Disorderly conduct in school, on the bus, in the cafeteria, and at any school function</li> <li>● Bus discipline referrals, especially those that reflect events listed above (depending on behavior and amount of referrals)</li> <li>● Insubordination, such as failing to comply with the reasonable directions of teachers, school employees in charge of students, or otherwise demonstrating disrespect</li> <li>● Using vulgar or abusive language, cursing, or obscene gestures</li> <li>● Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/internet account; accessing inappropriate websites; or any other violation of the district's "Acceptable Use Policy"</li> <li>● Endangerment of the safety, morals, health, or welfare of others as well as defamation of character</li> <li>● Intimidation or threats of any kind, which includes engaging in actions and/or statements that put individuals in fear of bodily harm</li> <li>● Indecent exposure, that is, exposure to sight of the private parts of the body</li> <li>● Stealing</li> <li>● Fighting or provoking a fight</li> <li>● Cheating</li> <li>● Lying</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative conference with the student</li> <li>● Restorative circle with other students involved in the incident</li> <li>● Counseling with members of support staff</li> <li>● Restorative justice activity</li> <li>● Oral warning</li> <li>● Written warning</li> <li>● Loss of privileges</li> <li>● Parent contact by the classroom teacher or administrator</li> <li>● Referral to the principal (s) and/or telephone call home</li> <li>● After-school detention and/or principal's telephone call home</li> <li>● Suspension from transportation</li> <li>● Suspension from social or extracurricular activities</li> <li>● In-school suspension</li> <li>● Removal from classroom by teacher</li> </ul>

## MAJOR INFRACTIONS

Infraction	Range of Possible Outcomes
<ul style="list-style-type: none"> <li>● <b>Multiple minor infractions</b></li> <li>● Outside of educational purposes, video or audio recording of any kind on school property is strictly prohibited. <u>This includes recording on a personal device or use of a Chromebook provided by ACS.</u></li> <li>● Discrimination, which includes the</li> </ul>	<ul style="list-style-type: none"> <li>● Restorative conference with the student</li> <li>● Restorative circle with other students involved in the incident</li> <li>● Counseling with members of support staff</li> <li>● Restorative justice activity</li> <li>● Oral warning</li> <li>● Written warning</li> </ul>

use of race, color, weight, national origin, ethnic group, religion or religious practice, sex, gender/gender identity, sexual orientation, or disability as a basis for treating another in a negative manner

- Possession or sharing of alcoholic beverages or illegal substances, or being under the influence of either
- Possession or sharing of drugs, medicines, or any vaping device
- Bus discipline referrals, especially those that reflect events listed above (depending on behavior and amount of referrals)
- Using vulgar or abusive language, cursing, or obscene gestures
- Intimidation or threats of any kind, which includes engaging in actions and/or statements that put an individual(s) in fear of bodily harm
- Bringing a weapon or any toy weapon to school, including a pocket knife
- Indecent exposure, that is, exposure to sight of the private parts of the body
- Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/internet account; accessing inappropriate websites; or any other violation of the district's "Acceptable Use Policy"
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
- Intentionally inflicting harm on another human being
- Fighting or provoking a fight
- Intentionally damaging school or others' property
- Harassment
- Endangerment of the safety, morals, health, or welfare of others as well as defamation of character
  - This includes making false statements or unprivileged representations about an individual or identifiable group of individuals

- Loss of privileges
- Parent contact by the classroom teacher or administrator
- Referral to the principal (s) and/or telephone call home
- After-school detention and/or principal's telephone call home
- Suspension from transportation
- Suspension from social or extracurricular activities
- In-school suspension
- Removal from classroom by teacher
- Short-term (five days or less) suspension from school
- Long-term (more than five days) suspension from school
- Permanent suspension from school

In the event of a threat made by a student to harm themselves or others with a weapon or the threat of use of a weapon, the following process will take place:

1. A threat assessment conducted by a building principal or student support staff member
2. Decision on consequence or outcome communicated with the parent either through phone or in-person meeting
3. Restorative conference with the student and ongoing check

Students who choose to ***severely or repeatedly*** violate class, playground, or general school rules will receive a behavioral referral to the principal. Depending on the nature and frequency of the referral, one or more of the following will occur as a result of the referral.

that harm the reputation of others	
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### **SUSPENSION**

***In-House Suspension*** will be used only for major infractions. The principal may put a student on in-house suspension for 1- 5 days. Students will remain under the supervision of the principal or his/her designee and will complete all classroom assignments. Parents will be notified by phone and in writing.

***Out-of-school suspension*** will be used for major infractions, especially those involving the health and welfare of staff and students. Out-of-school suspension will last from 1-5 days. Please note the school policy as outlined below:

If a student is suspended from school, the following procedure will be followed:

1. The parent/guardian will be contacted and asked to pick up the student at school.
2. The principal will confer with the student and inform him/her of the suspension.
3. The student will remain in the office until the parent/guardian arrives. If necessary, the student will be escorted to his/her classroom to gather books and personal belongings.
4. The parent/guardian has the right to request an informal conference with the principal to discuss their child's conduct.
5. Following the suspension, students, parents, and teachers are entitled to an informal meeting to discuss the reentry of the student into daily routine.
6. Restorative practice measures will be taken upon the student's return to school.

*Suspension of a student with a special education classification will occur in accordance with District Policy.*

### **STUDENT DRESS CODE/ CIVILITY**

All student interaction and communication among themselves, other students, teachers, administrators, other district personnel, and visitors on District property will be appropriate, civil, and respectful. Students are expected to behave with dignity and treat others with respect. Students should respect their peers, teachers, and school staff. Individual behavior should not interfere with the rights of others. Profanity, vulgar language including, but not limited to, negative comments based on race or ethnicity, and obscene comments or gestures towards others will not be tolerated.

Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop and understand appropriate appearance in the school setting. A student's dress, grooming, and appearance, including hair style/color, jewelry, makeup, and nails shall:

1. Be safe, and appropriate and do not disrupt or interfere with the educational program.
2. Not be revealing or see-through; undergarments must be completely covered with outer clothing.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of hats, hoods of sweatshirts, or sunglasses in the building, except for special school-sanctioned activities or when a medical condition or religious reason dictates otherwise.
5. **Not include any** clothing item or accessory that in any way could be used as a weapon or pose a threat to the safety of others.

6. Not include items that are sexually explicit, vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, disability, or any other discriminatory reference.
7. Not promote sex and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
8. **Not include** any other clothing item deemed to interfere with the learning environment, pose a safety hazard, or be offensive to others.
9. Not display any signs of gang affiliation that have been observed to increase the level of conflict or violent behavior in schools or under circumstances in which school or BOCES authorities may reasonably forecast that violence or substantial disruption of their activities will occur.

### ATTENDANCE

The attendance of all students eligible to attend school on a regular and continuing basis is considered to be an important element in an effective learning program. All students are expected to attend classes regularly in accordance with the provisions of Education Law related to school attendance (see attendance terms/definitions on the next page).

A pupil who is absent from school ***must provide a written explanation***, signed by a parent when the student returns. The clerk will record the pupil's attendance stating the exact reason for the absence. Any pupil who is absent from school is required to make up the missed work that was assigned during the absence.

**PLEASE CALL THE ELEMENTARY ATTENDANCE OFFICE AT 716-542-5007 IF YOUR CHILD WILL BE ABSENT OR TARDY.**

### ATTENDANCE TERMS/DEFINITIONS:

1. **Excused/Legal Absence (EA):** This absence is due to personal illness, death or illness in the family, court appearance, religious observance, or attendance at a health clinic.
2. **Illegal Absence (IL):** The parent or guardian is aware of the reason for the student's absence or tardiness. The reason for the absence or tardiness is not one of those listed as legal or truancy. Vacations taken by families at times other than the regularly scheduled recess breaks by the school district calendar are considered as illegal absences.
3. **Truancy:** The parent or guardian sends the student to school, attempts to get the student to school, and expects the student to be in school, but the student misses all or part of the day.
4. **Tardiness (T):** A student who reports to school after 8:10 a.m. is considered tardy and must report to the office for an admit slip. *The student must be signed in by a parent or guardian if later than 8:10. The student is required to bring in a note for the absence or the tardiness will be recorded as illegal.*
6. **Tardy Excused (TE)-** A student who comes to school late or leaves during the day due to a scheduled medical appointment.
5. **Out-of-School Suspension** – A student is removed from school for a specific number of days because of frequent disregard of school rules and regulations. Days of suspension shall be counted as absences in the application of this policy.

**NOTE: Absence from school due to participation in a school-sponsored activity (field trip, musical event, athletic trip, etc.) is not considered as an absence. Prior notice of the event will be sent home.**

### ATTENDANCE PROTOCOL

A student's attendance in school is critical to their success both in and outside of the classroom. Akron Elementary Administration, teachers, and support staff will make every effort to support a student and their families with attendance in school. If chronic absences should occur, the following procedures will be followed:

1. A thorough review of a student's absences will take place each trimester of each school year by the administration, classroom teachers, and school social worker. *(Please note that absences due to medical, religious ceremonies, or bereavement are considered excused and acceptable absences.)*
2. After **10 or more absences/tardies**, an initial attendance letter is sent to the family expressing concern and reinforcing attendance policies.
3. Following **over 10% absences**, a follow-up attendance letter is sent to the family requesting a mandatory meeting with administration, classroom teachers, and school social worker. A discussion of supportive measures to be provided by the district will take place.
4. School administration and the school social worker reserve the right to continuously monitor and contact families as we work collaboratively to improve the student's attendance.

### VOLUNTEERS

Akron Elementary School believes that student achievement is directly linked to parental and family involvement, and therefore encourages participation in school educational planning and daily operations. Parental involvement may take place either in the classroom or during extracurricular activities. However, the school also encourages direct parental involvement at home, for example: planned home reading time, informal learning activities, and homework support. Individual classrooms seek the assistance of parent and community volunteers regularly for a variety of events and activities. If you are interested, please contact your child's teacher or the office at 716-542-5050 to request a volunteer application form. All parents are encouraged to complete a volunteer application form. **Only Board Approved Volunteers can volunteer in our school; this includes field trips and any other school-sponsored events.** An in-person meeting or phone conference is required for all volunteers. Parents are also encouraged to read the Code of Conduct for all school visitors.

### SCHOOL VISITATION

Parents are always welcome to visit our school and classrooms. Parents are required to make appropriate arrangements with the classroom teacher prior to the visit. We ask that you observe the parking restrictions posted. Parking/standing in the drop-off/fire lane is prohibited. You must report to the Main Entrance (Door 53) and obtain a visitor tag. Once checked in, you must proceed to the Elementary office to sign in before proceeding to the approved destination.

**\*\*REMINDER: Due to security reasons, visitors MUST enter the Main Entrance (Door 53) to provide identification and list their destination.**

- You may only enter the building through the Main Entrance for the district (DOOR 53) to provide identification and list your destination. Once you have checked in with the SRO, you must report to the Elementary office to sign in.
- Do not visit classrooms unannounced.
- Do not pick your child(ren) up at their classroom. If picking up early, they must be signed out in the Main Office or the Nurse's Office.
- Do not wander the halls.
- **ONLY** approved individuals are permitted to pick up your child(ren).

### **PICK UP PROCEDURES**

Parents and guardians picking up child(ren) must follow the following procedures:

- **Dismissal begins at 2:25. If a parent chooses to change their child's dismissal method (bus or pick up), please contact the Elementary Office prior to 1:00.**
- Parents must enter the Field Entrance and pull forward along the side of the Elementary School. Parents do not need to get out of their vehicle unless assistance is required.
- Parents should pull forward along the curb next to the K-1 playground. Parents and guardians picking up are asked to follow the directives of aides assigned to the pick-up location.
- Pick-up begins at **2:25 PM.**
- **Parents should ALWAYS pull up as far as possible (to the front cone) whether picking up or dropping off.**
- Parents must show their child(ren)'s pick-up card, provided by the school. Families are provided two cards to distribute to individuals who may pick up their child(ren).
  - If a parent or guardian does not have the approved pick-up card, they must get approval of a building administrator or they must sign in to the Elementary office to pick up their child(ren).

**These procedures are to ensure the safety of all our students.**

### **HOMEWORK**

Each teacher will distribute a homework policy for his/her classroom. This policy will be provided to parents at the beginning of the school year. All first, second, third, fourth, and fifth-grade students will use a district homework assignment notebook. Please use this assignment notebook as a guide in monitoring your child's homework assignments. All homework must be completed on time.

### **THE PURPOSE OF HOMEWORK**

The amount and nature of homework will be appropriate for age and grade level at all times, without sacrificing quality for quantity. It shall not be punitive or used as a disciplinary measure. Coordination and collaboration among grade-level teachers to manage overall levels of student homework are encouraged.

The Akron Board of Education believes that homework provides an opportunity for parental understanding of the school's educational goals. We ask that parents and families support, encourage, and monitor homework assignments and provide conditions conducive to their successful completion. If a parent feels their child is having difficulty with the content or quantity of homework, parents should discuss the matter with their child's teacher.

### **REQUESTS FOR HOMEWORK**

When you expect that your child will be absent, requests for homework assignments may be made through the elementary office at 716-542-5050. Requests made before 9:00 a.m. will be ready at 2:15 p.m. that day. Requests made after 9:00 a.m. will be ready the following school day. Arrangements can be made to either pick up the assignments in the office/main entrance or send them home with a sibling or neighbor. Parents requesting work for students absent for vacations should notify the teacher at least one week in advance. It should be noted that assignment of work without instruction is difficult for the child and alternate assignments can be completed (reading journal, writing journal, etc...)

### **CAFETERIA RULES & PROCEDURES**

1. Be KIND
2. Be respectful at all times.
3. Listen to lunch monitors' directions.

4. Keep your hands and feet to yourself.
5. Use an indoor voice.
6. Stay seated.

***\*Failure to follow cafeteria rules will result in disciplinary action as listed by major and minor infractions listed above.***

### **PHYSICAL EDUCATION**

The following guidelines have been set up so that your child can participate and play an active role in their physical education class. Kindergarten through Grade 3 meet twice during a six-day cycle and grades 4 and 5 meet three times. In each class, active participation is required by your child so that he or she can learn and grow mentally, physically, and socially.

### **CLOTHING REQUIREMENTS**

Grades K-2 are required to wear sneakers while in the gym. They do not change into gym clothes. However, on the days when your child comes to physical education, they may be more comfortable in looser clothing. Grades 3-5 are required to wear sneakers while in the gym and utilize gym lockers. Your child will be required to change into gym clothes to participate. Depending on the activity and the weather, your child should be prepared to go outside at any time.

### **STANDARDS-BASED GRADING PROCEDURE**

The Akron Elementary report card will inform parents, students, and teachers about academic progress, using a consistent reporting system based on New York State Next Generation Learning Standards. Students are given an achievement grade based on what the student knows to the standards. Students are also given a grade for learning behaviors (including effort, attitude, participation, and homework completion). Further clarification can be discussed during parent-teacher conferences. We recognize that there are some limitations in this type of reporting and encourage parents to confer with their child's teacher at any point throughout the school year to gain a more comprehensive understanding of the child's academic and social development.

### **PARENT-TEACHER CONFERENCES**

Studies have shown that children benefit from mutual interest and exchange of information between teachers and parents. For that reason, parent-teacher conferences are formally scheduled in the Fall and Winter. Conferences are held to discuss the school program, your child's part in the program, and your child's performance. Conferences also provide an opportunity for parent questions and concerns to be addressed. Your support and cooperation are significant factors in your child's educational growth and development.

### **ACADEMIC INTERVENTION SERVICES**

AIS Reading, AIS Math, special education, speech, and occupational therapy are available to students. Through evaluation using Response to Intervention, services are offered to students in need. Other performance assessments (as seen below) are also taken into consideration when determining qualification. The service providers may either push into the classroom or pull students out of the classroom to provide remedial assistance. Students are identified for the above-mentioned services according to the following criteria:

- Standardized/New York state assessment scores, Reading Assessments (QPS/QSS/PAST), STAR Reading and Math, Aimsweb (ORF), classroom performance, teacher/parent recommendation, or standards-based common assessments

### **INSTRUCTIONAL SUPPORT TEAM (IST)**

Akron Elementary School values its Instructional Support Team. The team is comprised of Administration, school psychologists, school social worker, Native American liaison, speech, physical therapists, or occupational therapists, special education teachers, classroom teachers, and AIS providers. As a team, members meet to discuss students referred to them by school personnel or parents. Concerns can be academic or behavioral in nature. Students are evaluated through a MTSS (multi-tiered systems of support) model. Team members work collaboratively to make recommendations for classroom interventions based on the identified student's needs. If specific evaluations are recommended, parental permission is required. Parents are always notified if their child is referred.

### **ACADEMIC AND CIVIC ACHIEVEMENT RECOGNITION:**

<b>Academic Achievement Award</b>	An Academic Achievement Award system will be in effect at the fifth-grade level. This award will be based on outstanding academic achievement each trimester and will be presented at the awards assembly in June.
<b>Improvement Award</b>	An Improvement Award will be given to two students in each class based on their teacher's judgment. Students are selected based on overall academic improvement throughout the school year.
<b>Citizenship Award</b>	A Citizenship Award will be presented to two students in each class grades 1-5. The award recognizes students who exhibit outstanding citizenship behavior and must show a positive attitude toward classmates, school, and the community.
<b>Presidential Award for Academic Excellence</b>	The purpose of the Presidential Award for Academic Excellence is to recognize and reward educational excellence. This award will be given at the awards assembly each June to fifth-grade students who have exhibited the highest levels of achievement as determined by staff and administration.

### **SCHOOL COUNSELOR**

Mrs. Tracy Martin is our School Counselor. She assists with personal/social, behavioral, and academic concerns through individual and group counseling sessions and classroom lessons. While Mrs. Martin sees students regularly in counseling sessions, she also sees students as needed. Mrs. Martin can be reached through the main office at 716-542-5050.

### **SCHOOL SOCIAL WORKER**

Mrs. Molly Bilinski is our School Social Worker. She supports students and families with various social, socioeconomic, or mental health concerns. She assists students through individual and group counseling sessions, while also providing intervention with students as needed. Mrs. Bilinski assists in mediation efforts with all students and families. She can provide resources to any individual in need. Mrs. Bilinski can be reached through the main office at 716-542-5050.

### **SCHOOL PSYCHOLOGIST**

Mrs. Emily O'Connor is our School Psychologist. She completes educational testing and assessments in consultation with the Committee on Special Education. She works with students individually and in groups to provide counseling and support. She works in collaboration with students and families to ensure students have equitable access to education. Mrs. O'Connor can be reached through the Main Office at 716-542-5050.

### **INDIGENOUS HOME-SCHOOL COUNSELOR**

Mrs. Antoinette Abrams is our Indigenous Elementary Home-School Liaison. She is the link between Indigenous parents and Akron Elementary School staff, which includes academic progress, attendance, counseling services, and cultural activities. She may be reached at 716-542-5050.

### PLACEMENT

Placement of students with respect to teachers shall be at the discretion of the school administration. The administration will use many sources of data to create balanced classrooms at each grade level.

### TRANSPORTATION & SAFETY

Our priority is the safety of all students both in and outside of school grounds. All school rules are in effect when students are on the buses.

Bus Incident Behavior Reports can be issued by the bus driver for violating the rules indicated below. Communication between school administration, parents, and bus drivers will ensure students adhere to transportation expectations. Transported students are under the authority of the bus driver.

To ensure that every Akron student receives a safe ride to and from school, the following rules will be enforced:

1. Follow directions; cooperate and listen to the driver.
2. Stay in your assigned seat.
3. Keep your head, hands, and arms inside the bus and to yourself.
4. Use quiet, courteous voices.
5. The no rules; no eating, no drinking, no vandalism, no live animals, no large objects.
6. No throwing objects either on the bus or out of the windows or doors.
7. Keep the bus clean and the aisles clean.
8. No toy weapons are ever allowed on the bus.

**Parents are asked to notify the school in writing or by phone if their child is to go to a location other than his/her regular drop-off point. Avoid calling the office after 1:00 p.m. to make these arrangements whenever possible. It is very difficult to make last-minute changes at this hectic time of the day.**

### EXTRACURRICULAR ACTIVITIES

Akron Elementary students have the opportunity to participate in numerous extracurricular activities during the school year. Information on enrichment activities will be sent home with students allowing them to register for enrollment. All after-school activities will take place between 2:30 p.m. and 3:20 p.m., with buses departing at approximately 3:23 p.m.

### HEALTH SERVICES

New York State and the Akron Central School Board of Education dictate health office policies. The health office is dedicated to the promotion of a healthy lifestyle for all students and staff.

**New York State-mandated requirements are as follows:**

#### **Physical Exams**

- Physical exams must be completed upon entering grades Pre-K, K, 1, 3, 7, and 10, as well as for new students or Special Education students in their triennial year. Routine exams may be done by your family physician and the school provided with a copy. The school physician will

complete the examinations for any child who is not seen by his/her family doctor. The routine exams will be scheduled during the school year, and a parent may be present for the exam if you wish. Please contact the health office in advance. **THE SCHOOL PHYSICIAN MUST DO ALL SPORTS EXAMS**

### **Scoliosis Screening**

- All students will be screened for scoliosis starting in grade 4 until they are 16 years old. The Physical Education Department will do an annual screening and the health office staff will do follow-up screenings. Parents will be notified if any problems are noted.

### **Vision Screening**

- All students are seen annually. Parents will be notified in writing if any defects are noted. Students are tested for color perception in second grade.

### **Hearing Screening**

- Students in grades K-8 and 10 are screened annually. Second-grade students have a complete threshold hearing test. Parents will be notified in writing if any problems are noted.

## **IMMUNIZATION RECORDS**

All students of the Akron Central School District must meet the immunization requirements as set forth by the New York State Public Health Law. According to legislation signed by Governor Cuomo in June 2019, New York State schools can no longer accept non-medical exemptions from school vaccination requirements for children. The following are the minimum requirements for attendance in a NYS Public School District:

- Three doses of Polio Vaccine for students entering grades Pre-K through grade 12
- Three doses of Diptheria Toxoid for students entering grades Pre-K through grade 12
- Three doses of Tetanus Toxoid and Pertussis Vaccine (DTaP, DTP) for students born on or after 1/1/2005)
- One dose of Tetanus, Diptheria, and Pertussis Booster (Tdap) for students born on or after 1/1/1994 and entering 6th grade.
- One dose of Measles, Mumps, and Rubella Vaccine (MMR) for students entering Pre-K.
- Two doses of Measles Vaccine and one dose each of Mumps and Rubella Vaccine for students entering grades K-12 (preferably MMR).
- Three doses of Hepatitis B Vaccine for students entering grades Pre-K through grade 12.
- One dose of the Varicella Vaccine (Chickenpox) or medical documentation that the child has had the chickenpox disease.
- Lead level required for Pre-K only.

Children will not be permitted to enter school without the required documentation. The health office will maintain a complete record of all immunizations for each student enrolled. Parents are encouraged to update our records whenever additional immunizations are administered.

### **Medication Administration**

- A written order from a licensed prescriber and parent/guardian is required for all medications, including over-the-counter medications. These orders may be faxed (542-5057) to the attention of the health office.
- This order must be renewed annually, or when there is a change in dosage. The health office staff will keep a written record of administration. It should be noted that an adult other than a registered professional nurse (RN) may supervise the administration of oral medication.
- Children may not bring medications to school. **ALL MEDICATION MUST BE KEPT IN THE HEALTH OFFICE.** Medication must be in a labeled container from the pharmacy. At your request, your pharmacy will be able to split the dosage into two bottles. A responsible adult **MUST** deliver medications

to the health office and take them home. Medications will be counted upon receipt and will be maintained in a locked container. Parents may bring medication to the school and administer it to their child in the health office. If someone other than a parent or guardian will be bringing medication to the school, the parent must put the request in writing. Any questions regarding the above may be addressed to the health office.

### **Special Medical Procedures**

- All medical procedures require a written order from a licensed prescriber. The health office staff should be contacted for further information.

### **Accidents/Injury/Illness**

- Parents will be notified by telephone or in writing if their child has any injury or illness that may require further medical treatment. All injuries must be reported to the health office staff so that we may complete the necessary accident forms. In a life-threatening situation, 911 will be called, and your child will be transported to the most appropriate hospital. Parents are required to complete emergency cards at the beginning of each school year and to advise the health office of changes in phone numbers and places of employment that occur during the school year.

### **Physical Education Excuses**

- A written order from a licensed provider is necessary to excuse your child from the mandated physical education program. All notes should be sent to the health office where they will be retained. Parent requests for students to be excused for less than three consecutive days will be honored. If your child has a medical condition that may cause intermittent illness (asthma), please have your practitioner advise us so that the health office may excuse your child whenever he/she is having difficulty.

### **LICE PROTOCOL**

Akron CSD is committed to providing a healthy environment for all students and employees. ACS protocol for lice management in our schools is guided by current recommendations from the Centers for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), Harvard School of Public Health, and the National Association for School Nurses (NASN). It is the position of these organizations that the management of Pediculosis (infestation by head lice) should not disrupt the educational process and no disease is associated with head lice. Using these recommendations ACS has established the following guidelines:

### **PREVENTION AND EDUCATION**

- In September of each school year, students in all classes grades K-5 will be checked for head lice.
- Head checks will be scheduled for the days immediately following Christmas and Easter vacation.
- The school nurse will meet with all students at each grade level in the fall to review health practices that diminish the incidence of head lice.
  - When a student is identified with live lice at school, the family will be notified.
  - The student will be sent home at the end of the day. Families may choose to pick up their child earlier if desired to receive treatment, but the student may continue to remain in school until the end of the day if the parent chooses.
  - A student with live lice or nits should receive appropriate lice treatment prior to returning to school. Students will not be excluded from school attendance. However, families will be notified if live lice/nits are still present upon their return to school and will be provided information that may require further treatment.
  - The student will be examined upon returning to school for the absence of live lice/nits.
  - Educational materials will be shared with the family for proper treatment of the student, other

family members, and the home.

- A standard lice information letter may be sent to families of students in any classroom(s) in which lice have been discovered.

### **Facts About Head Lice**

- Head lice are not dangerous and do not transmit disease. They cause no medical harm and can be effectively treated. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
- Life cycle of head lice: eggs or nits are cemented to the base of the hair shaft, eggs hatch into nymphs, in 7 days adult lice have matured. Lice can live 30 days on an infected head. Lice will die in 1 – 2 days off the host/head.
- Head lice are spread by direct contact only. They cannot jump or fly.
- All people are susceptible to head lice.
- Most students with head lice are symptom free although some may experience itching.
- Nits visible farther than 6 mm (1/4 in) from the scalp are generally not viable and are an indication of past infestation.
- Current infestation is confirmed by inspection of scalp and hair for the presence of nits, nymphs or adult lice. Lice are often difficult to spot because there are few and they move quickly.
- Families provide the most effective screening by checking their children regularly at home, using appropriate treatments and removing nits.