

Akron Elementary School



BOARD OF EDUCATION

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

Mr. James Grant, President
 Mr. Eric Polkowski, Vice President
 Mrs. Heather Cayea
 Mr. Robert Masse
 Mr. Phillip Kenline
 Mr. Ryan Allen
 Mrs. Kristy Pingitore

Superintendent of Schools - Mr. Patrick McCabe
Elementary Principal - Mr. Todd K. Esposito
Elementary Assistant Principal - Mrs. Caroline E. Kos

Dear Families:

Welcome to Akron Elementary School! During the 2022-2023 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. It also contains some important information about school policies, methods, programs, and the faculty so that you can become better informed and more knowledgeable with the system.

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 2022-2023 school year. It promises to be filled with academic, social, and emotional learning opportunities. Each of these experiences will provide your child with the tools to become a well-rounded and successful individual capable of achieving all of his or her goals.

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

TABLE OF CONTENTS

Academic Achievement Recognition 12
APTA 3
Attendance 8
Board of Education Members 1
Cafeteria 10 Counseling Staff 12
Dress Code 7
Emergency Closings 3
Extra-Curricular Activities 13
Grading Procedure 11
Health Services 14-15
Homework 9
Instructional Support Team 11
Lice Protocol & Procedures 15
Mission and Belief Statements 2
Parent-Teacher Conferences 11
Phone Numbers 3
Physical Education 10
Placement 12
Presidential Excellence Award 12
Remedial Services 11
School Hours and Closing Information 3
School Visitation 8-9
Staff Directory 4
Student Code of Conduct 5
Transportation and Safety 13
Volunteers 8

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

STRATEGIC PLAN:

- I. **Goal 1: Develop a plan to increase effective communication practices district-wide.** *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.** *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 students' cultural and developmental interests.** *Value Statement: Improving class engagement would increase student interest, challenge students, and build connection to "real world" experiences.*

SCHOOL HOURS

Our school day starts at 8:00 a.m. and ends at 2:30. Parents picking students up at dismissal will enter the Field Entrance and pull forward along the side of the Elementary building exiting from the Elementary lot. Parents are asked to bring students ID cards provided at the beginning of the year. Parking/standing in the drop off/fire lane is prohibited. Students should not arrive to 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 between 2:25 p.m. and

3:23 p.m. each school day is provided for teachers to give extra help to those children whose progress has demonstrated the need for additional time to be spent with them as indicated by the teacher and extracurricular/enrichment activities as scheduled. Our school office hours are 7:30 a.m. to 4:00 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, an announcement will be made on the following radio stations:

(AM 930) (FM 106.5) (FM 102.5) (AM 550) (FM 92.9)

The announcement will also be made on television stations **2(NBC), 4(CBS), and 7(ABC)**. In addition, you will receive an automated call or text alert through the district Power Announcement System for important/emergency notifications.

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.

2022-2023 PTA Officers:

President - Melissa Garverick
 Vice President - Ashley Snyder
 Secretary - Danise Winter
 Treasurer - Kim Robinson

AKRON ELEMENTARY FACULTY & STAFF:

KINDERGARTEN			
Mrs. S. Martino/Mrs. Klodzinski - E126	Miss E. Drum - E122	TBD- E127	Mrs. C. Jagielo - E121
Miss M. Kuhn- E163	TBD - UPK - Rm. 128		
FIRST GRADE			
Mrs. M. Stanley - E 114	Miss M. Knapp - E117	Mrs. M. Mathews/Mrs. M. Heiderman - E115	Mrs. K. Stachowiak - E118
Miss H. Barmasse - E 113			
SECOND GRADE			
Mrs. J. Bellis/Mrs. L. Bates - E228	Mrs. M. Coppola - E224	Mrs. C. Samolis- E223	Mrs. K. Zbrzezny - E229

THIRD GRADE			
Mrs. L. Boeing/ Mrs. E. Penner - E109	Mrs. L. Lamont - E108	Mrs. J. Matusek - E211	Mrs. G. Simpson - E210
Mrs. J. Krauss - E201			
FOURTH GRADE			
Mr. B. Bellis - E213	TBD - E217	Mrs. J. Gallagher/Mrs. K Blochwitz - E214	Mrs. J. Kneis - E218
FIFTH GRADE			
Miss D. Whiteside - E252	Mrs. M. Guevara - E254	Mrs C. Srour/Mrs. A. Bargnesi- E244	Mrs. Tagliarino - E245
SPECIAL EDUCATION			
Mrs. L. Bates - E227	Mrs. K. Blochwitz – E215	Ms. G. Foster - E128	Mrs. J. Klodzinski - E159
Miss K. Milone - E246	Mrs. A. Bargnesi- E247	Mrs. E. Penner - E110	
SPECIALIZED INSTRUCTION AND SUPPORT STAFF			
Mrs. A. Abrams - Native American Liason E119	Mrs. M. Bilinski - Social Worker E159	Mrs. A. Burtis - Reading E206	Mrs. J. Castiglione - Speech E158
Mrs. A. Critelli - OT E157	Mrs. K. Eick - Reading E207	Mrs. B. Jonathan - Native Studies C117	Mrs. J. Kershenski - Library
Mrs. D. Komosinski - Inst. Music	Mrs. T. Martin - Counselor -	Mrs. J. Nieman -Reading E206	Mrs. E. O'Connor - Psychologist E119
Mrs. S. Schreck - Instructional Coach C118	Mrs. B. Schukraft – PE	Ms. J. Shellum - Speech E158	Mr. A. Kostek - Math C206
Mrs. K. Stachowski - Music E234	Ms. C. Wazny - Art E222	Mr. R. Westmiller - PE	Ms. Lynn Ruczanoski - PT E149
Mrs. J. DeTine – AIS Coordinator	Mrs. K. Corser – AIS Coordinator	Mrs. C. Best - Math AIS E236	Mrs. M. Gehl- Math AIS
SUPPORT STAFF PERSONNEL			
Mrs. K. Northem and Mrs. M. Garverick – Elem. Secretaries	Ms. L. Karczewski – Elem. Nurse	Mrs. N. Downs - Elem. Nurse	Miss J. Fix - MS/HS Nurse
TEACHER AIDES			
Mrs. J. Lorwa	Mrs. M. Blish	Mrs. J. Childs	Mrs. D. Dojnik
Mrs. V. Edwards	Mrs. B. Fix	Mrs. P. Garrison	Mrs. J. Karl
Mrs. K. Roth	Ms. L. Baumler		

STUDENT CODE OF CONDUCT

The Akron Elementary faculty and staff embrace a philosophy that supports a positive 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. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have certain rights and responsibilities.

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
4. Be treated with dignity and respect by peers, teachers, and staff.

STUDENT RESPONSIBILITIES

To ensure these rights, students must accept the following responsibilities:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and property.
2. Be familiar with and abide by all District policies, rules, and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class on time and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the District when participating in or attending school sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

PROMOTING POSITIVE BEHAVIOR

Akron Elementary prides itself 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.

INFRACTIONS

- ***Possession of cell phones, tablets, i-pods, hand-held video games, or any electronic recording device is prohibited (without administrative permission)***
 - ***Outside of educational purpose, video or audio recording of any kind on school property is strictly prohibited. This includes recording on 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.***
- Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building
- 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"
- Insubordination, such as failing to comply with the reasonable directions of teachers, school employees in charge of students, or otherwise demonstrating disrespect
- 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 that harms the reputation of others
- Discrimination, which includes the 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
- Intimidation or threats of any kind, which includes engaging in actions and/or statements that put an individuals in fear of bodily harm
- 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
- 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 in a lewd or indecent manner
- Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher
- Using vulgar or abusive language, cursing, or obscene gestures
- Intentionally inflicting harm on another human being

- Disorderly conduct in school, on the bus, in the cafeteria, and at any school function
- Stealing
- Fighting or provoking a fight
- Intentionally damaging school or others' property
- Cheating/lying/forgery/plagiarism or copying
- Any form of harassment
- Bus discipline referrals, especially those that reflect events listed above

POTENTIAL CONSEQUENCES

1. Oral warning
2. Written warning
3. Loss of privileges
4. Parent contact by the classroom teacher or administrator
5. Referral to the principal (s) and/or telephone call home
6. After school detention and/or principal's telephone call home
7. Suspension from transportation
8. Suspension from social or extracurricular activities
9. In-school suspension
10. Removal from classroom by teacher
11. Short-term (five days or less) suspension from school
12. Long-term (more than five days) suspension from school
13. Permanent suspension from school

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:

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 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 reentry of student into daily routine.

Suspension of a student with a special education classification will occur in conjunction with district policy.

DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents/guardians have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming, and appearance shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Not include the wearing of extremely brief garments such as tube tops, net tops, halter tops, short skirts/dresses, short shorts and/or see through garments. Skin should not be showing between top of pants and bottom of shirt.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that could be a safety hazard, such as flip flops, are not permitted.
5. The wearing of hats or head covering in the building except for a special school event, medical or religious purpose is prohibited.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. 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.

Each building principal, or his or her designee, shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, including all consequences listed above.

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 on a regular basis in accordance with the provisions of Education Law related to school attendance (see attendance terms/definitions on next page).

A pupil who is absent from school **must provide a written explanation**, signed by a parent, when he/she 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. **Legal Absence:** This absence is due to personal illness, death or illness in the family, court appearance, religious observance, quarantine, or attendance at a health clinic.
2. **Illegal Absence:** 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:** 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 and is required to bring in a note, or the tardiness will be recorded as illegal.*
5. **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. 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 each school year by 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 **15 or more absences/tardies**, 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/or homework “contracts” between parents and children.

Individual classrooms seek the assistance of parent and community volunteers on a regular basis 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

When permitted, parents are always welcome to visit our school and classrooms. Parents are encouraged to make appropriate arrangements with the classroom teacher. 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 approved destination.

****REMINDER: Due to security reasons, please observe the following directions when entering the Elementary building for any reason.**

- 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 picked up 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:

- 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 four 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

Homework is an integral part of a student’s education. In addition to the knowledge of subject matter derived from doing homework and the reinforcement of school learning. Completion of such work develops independent thinking and good work habits. It also provides a measure of a student’s ability to work alone. Homework and review of class materials, is essential for making the most of one’s educational opportunity.

The Board of Education resolves that meaningful homework be assigned to students for the purpose of reinforcing, preparing, supplementing, and/or reviewing concepts that have been taught in class. It is the teacher's responsibility to assign 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. Parents are expected to support, encourage, and monitor homework assignments and to provide conditions that are conducive to their successful completion. You can help your child by:

- Providing a study area free of distractions.
- Asking questions about the content of his/her homework.
- Giving requested assistance, but letting the student do his/her own work.
- Helping create a "homework habit" at the same time each night.

The time frames given are guidelines to promote mutual understanding as to the time expectations for each grade level. These guidelines are established to ensure that all students within a grade level or subject area are given similar amounts of work. The time increments gradually increase from one grade level to the next to promote consistent academic expectations and growth. 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.

TIME FRAMES FOR ELEMENTARY STUDENTS

Grade K – 15 minutes

Grade 1 – 20-30 minutes

Grade 2 – 30-40 minutes

Grade 3 – 40-50 minutes

Grade 4 – 50-60 minutes

Grade 5 – 60-70 minutes

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 or to be sent home with a sibling or neighbor. Parents requesting work for students absent for vacations should notify the teacher at least one week in advance. Every effort will be made to honor this request. It should be noted that assignment of work without instruction taking place is difficult for the child and alternate assignments able to be completed may be provided (reading journal, writing journal, etc...)

CAFETERIA RULES & PROCEDURES

1. Be respectful at all times.
2. Listen to lunch monitors' directions.
3. Keep hands and feet to yourself.
4. Use an indoor voice.
5. Stay seated.
6. Raise your hand if you need anything.
7. Keep floors and tables clean.
8. Take trays to wash counter in an orderly manner.

CONSEQUENCES

1. Warning.
2. Contact the student's teacher.
3. Call to parent(s).
4. Referral to Principal.

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. Depending on the activity and the weather, your child should be prepared to go outside at any time.

Grades 3-5 are required to wear sneakers while in the gym. Your child will be required to change into gym clothes in order to participate. Depending on the activity and the weather, your child should be prepared to go outside at any time.

Appropriate Clothing: Sneakers, shorts, t-shirts, sweatshirts, jogging suits, and sweatpants.

Unacceptable Clothing: Boots, dress shoes, sandals, open toe shoes, jeans, and any clothing that is worn to school that day (except for grades K-2).

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 Learning Standards. Students are given an achievement grade based on what the student knows in relation 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. If it is difficult for you to attend or you wish to meet at any other time, a conference may be arranged by contacting the teacher to make a different appointment.

REMEDIAL 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 tests
- Standards-based common assessments
- Curriculum based measures
- AimsWeb/STAR
- Teacher/parent recommendations
- Classroom performance

INSTRUCTIONAL SUPPORT TEAM (IST)

Akron Elementary School values its Instructional Support Team. The team is comprised of:

- Administration
- School psychologist
- School counselor
- School social worker
- Speech and occupational therapy teachers
- Special education teachers
- Classroom teachers
- 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 Response to Intervention 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:

ACADEMIC ACHIEVEMENT AWARD

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.

An Academic Achievement Award will be presented at the awards assembly in June to those students achieving the criteria throughout the course of the year.

IMPROVEMENT AWARD

An Improvement Award will be given to one student in each class based on the teacher's judgment. Students are selected based on overall academic improvement throughout the course of the school year.

CITIZENSHIP AWARD

A Citizenship Award will be presented to two students in each class grades 1-5. This award recognizes students who exhibit outstanding citizenship behavior. Students must show a positive attitude toward classmates, school, and the community. They must also possess the strength of character and courage to do what is right.

PRESIDENTIAL AWARD FOR ACADEMIC EXCELLENCE

The purpose of the Presidential Award for Academic Excellence is to recognize and reward educational excellence. As our state's students strive to fulfill our Regents requirements, we want to provide them with a strong impetus to achieve a high level of success. This award will be given at the awards assembly each June to **fifth grade** students that 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 through 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.

NATIVE AMERICAN HOME-SCHOOL COUNSELOR

Mrs. Antoinette Abrams is our Native American Elementary Home-School Liaison. She is the link between Native American 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 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.

In order 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 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.

Your child's safety is our greatest concern. 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 giving them the opportunity 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 that 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 Diphtheria Toxoid for students entering grades Pre-K through grade 12
- Three doses Tetanus Toxoid and Pertussis Vaccine (DtaP, DTP) for students born on or after 1/1/2005)
- One dose of Tetanus, Diphtheria, and Pertussis Booster (Tdap) for students born on or after 1/1/1994 and entering 6th grade.
- One dose of Measles, Mumps, 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 your 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 in order 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 an 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 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 has 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 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 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.
-

HAVE A FANTASTIC SCHOOL YEAR!



GO TIGERS!!!