



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. Daniel Caprio
Mrs. Deborah Forrestel
Mrs. Shannon Cinotti
Mr. William Murty
Mr. David Penn
Mrs. Jody Brege
Mrs. Diane Snyder**

***Superintendent of Schools - Mr. Kevin L. Shanley
Elementary Principal – Mr. Todd K. Esposito***

Dear Families:

Welcome to the Akron Elementary School! During the 2016-17 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 in 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 concern; however, it is our personal goal to foster an environment where children can learn in a safe, warm, caring, and orderly 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 their parents review the following pages together so that the school's procedures and behavioral expectations are understood. We are confident that, with a knowledge and understanding of these procedures and expectations, each child will have a successful year.

We look forward to an exciting journey throughout the 2016-17 school year. It promises to be filled with learning opportunities both academically, socially, and emotionally that will provide your child with the tools to become a well rounded and successful individual capable of achieving his or her goals.

Best wishes for a great school year! Please feel free to contact us at 542-5050 whenever questions or concerns arise.

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

TABLE OF CONTENTS

Academic Achievement Recognition	13
APTA	4
Attendance	7-8
Board of Education Members	1
Cafeteria	10
Instructional Support Team	11
Dress Code	7
Emergency Closings	19
Extra-Curricular Activities	15-16
Health Services	16-18
Homework	9
Lice Protocol & Procedures	17-18
Mission Statement	2
Native American Counselor	12
Parent-Teacher Conferences	15
Phone Numbers	19
Physical Education	10
Placement	12
Presidential Excellence Award	13
Progress Reports	15
Remedial Services	11
School Hours/ Closings	19
School Visitation	8
Staff Directory	3
Student Code of Conduct	4-6
Transportation and Safety	14
Volunteers	12

MISSION STATEMENT

The Mission of the Akron Central School District, a learning-centered community dedicated to 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

BELIEF STATEMENTS

We believe that:

- Every person has intrinsic value.
- Every person needs to feel a sense of self-worth.
- Integrity is non-negotiable.
- Creativity eliminates all boundaries.
- Each person is responsible for his/her own actions.
- Communication is essential to understanding; understanding is essential to communication.
- Diversity enriches the human experience.
- Every person has the responsibility to contribute to the common good.
- A sense of community adds meaning and purpose to one's life.
- The strength of community is interdependence.
- A positive attitude makes the impossible possible.
- Both success and failure are opportunities for growth.
- Every individual has the power to effect change.

STRATEGIC PLANS

- I. We will promote a culture of success that engenders leadership and innovation for our students, staff, and community.
- II. We will personalize teaching and learning to enhance academic achievement.
- III. We will ensure academic and non-academic learning opportunities and provide personal support to develop the whole person.
- IV. We will continually work to achieve a positive relationship with the Native American leadership and community.
- V. We will ensure the optimal organizational capacity and effectiveness to actualize our mission and objectives.

AKRON ELEMENTARY TEACHING STAFF

KINDERGARTEN

Mrs. A. Braunscheidel - E163
Mrs. D. Hamm - E127

Mrs. M. Gehl - E122
Mrs. C. Samolis-E121

Miss S. Kwiatkowski - E126

FIRST GRADE

Mrs. M. Chudoba – E113
Mrs. K. Stachowiak- E118

Ms. M. Knapp - E117
Mrs. M. Stanley- E 114

Mrs. M. Mathews –E115

SECOND GRADE

Ms. M. Coppola - E224
Mrs. Bellis- E228

Mrs. L. Flaglor - E223

Mrs. K. Zbrzezny E229

THIRD GRADE

Mrs. L. Lamont - E108
Mrs. G. Simpson - E210

Mrs. J. Matusek - E211

Mrs. S. Schreck - E109

FOURTH GRADE

Mr. B. Bellis - E213
Mrs. J. Kneis - E218

Miss H. Barmasse- E217
Ms. J. Warren– E215

Mrs. J. Gallagher - E214
TBD- E201

FIFTH GRADE

Miss C. Johnston – E244

Mrs. M Guevara- E254
Mrs. K. Corser- E245

Mr. D. Zazynski - E253

SPECIAL EDUCATION

Mrs. J. Bakula –TBD
Mrs. P. Brady- TBD
Mrs. T. Glowacki- E130

Mrs. L. Bates - E227
Mrs. J. Klodzinski - E110
Mrs. E. Call- E110

Mrs. K. Blochwitz - E209
Miss A. Trippi – E247

SPECIALIZED INSTRUCTION

Mrs. K. Eick- Reading E207
Mrs. Sundown-E128
Mrs. Schukraft– PE
Mrs. J. Nieman-Reading E206
Mrs. K.Stachowski - Music
Ms. C. Wazny-Art - E222

Mrs. A. Burtis - Reading E206
Mrs. J. Kershenski-Library
Mr. J. Lorenc - PT E149
Mrs. E. O'Connor – Psychologist
Mrs. Castiglione- Speech TBD
Mrs. Critelli- OT TBD

Mrs. T. Conrad- Math E252
Mrs. Komosinski-Inst.Music
Mrs. T. Martin - Counselor
Ms. Shellum- Speech TBD
Mrs. C. Best-Math AIS
Mr. R. Westmiller - PE

SUPPORT RELATED PERSONNEL

Mrs. K. Northem- Secretary
Mrs. L. Karczewski - Elem. Nurse
Mrs. S. Alexander - Head Cook

Miss H. McFarland- Secretary
Miss J. Fix - MS/HS Nurse

TEACHER AIDES

Mrs. A. Abrams
Mrs. D. Dojnik
Mrs. J. Karl
Mrs. J. Lorwa

Mrs. M. Blish
Mrs. V. Edwards
Mrs. E. Kenline
Mrs. T. Whitlocke

Mrs. J. Childs
Mrs. P. Garrison
Mrs. D. Kowalik



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 more involved.

2015-16 PTA Officers:

President – Taryn Vohwinkel
Vice President – Holly Berghorn
Secretary – Melissa Garverick
Treasurer – Toni Marie Schumacher



STUDENT CODE OF CONDUCT

The Akron Elementary faculty and staff embrace a philosophy that supports a positive approach to discipline. 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 full Akron Code of Conduct is 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 the right to:

- 1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, or disability.*
- 2. Present their version of the relevant events to school personnel authorized to impose a disciplinary 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 insure these rights, students must accept the following responsibilities:

- Take care of personal belongings.*
- Dress appropriately. Dress must be in compliance with school dress code.*
- Practice self-discipline.*
- Show respect for others in voice, tone, and manner.*

- *Obey school and classroom rules and policies dealing with student conduct.*
- *Respect school property and the property of others.*
- *Display a positive attitude toward learning.*
- *Follow all bus safety rules and regulations.*
- *Attend school every day unless they are legally excused and be in class, on time, prepared to learn.*
- *Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.*
- *Accept responsibility for their actions.*
- *Conduct themselves as representatives of the district when participating in or attending school sponsored extracurricular events and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.*

All should review the following list of violations of school rules:

Infractions

- *Gum chewing*
- *Running to and from the buses*
- *Running in the halls or classrooms*
- *Failure to keep hands to self*
- ***Possession of cell phones, i-pods, hand-held video games is prohibited***
- *Failure to fulfill homework responsibilities*
- *Disrupting a class*
- *Writing inappropriate notes*
- *Disorderly conduct in class, bus, or cafeteria, during fire drills, field trips, school sporting events, and school functions*
- *Failure to obtain permission from an adult to ride the late bus*
- *Bringing any weapon to school, including a pocketknife*
- *Bringing inappropriate books or magazines to school*
- *Bringing any toy weapon (cap gun, knife, etc.) to school*
- *Threatening to use any weapon*
- *Truancy*
- *Stealing*
- *Fighting or provoking a fight*
- *Obscene gestures and language*
- *Intentionally damaging school or others' property*
- *Leaving school without written parent permission*
- *Intentionally inflicting harm on another human being*
- *Cheating/lying/forgery/plagiarism or copying*
- *Any form of harassment*
- *Bus discipline referrals, especially those that reflect events listed above*
- *Trespassing; 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/intranet 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*
- *Disruption*
- *Endangerment of the safety, morals, health or welfare of others. Such as defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them*
- *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, which includes engaging in actions and/or statements that put an individual*

in fear of bodily harm

- *Using vulgar or abusive language, cursing, or swearing*
- *Smoking a cigarette, cigar, pipe, or using chewing or smokeless tobacco*
- *Possession or sharing of alcoholic beverages or illegal substances, or being under the influence of either*
- *Possession or sharing of drugs or medicines*
- *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, misuses of 911, or discharging a fire extinguisher*
- *Acting as a private vendor*

POTENTIAL CONSEQUENCES

1. *Oral warning*
2. *Written warning*
3. *Loss of privileges*
4. *Parent contact by the classroom teacher*
5. *Referral to the principal and/or telephone call home*
6. *Detention (3:23 - 4:30pm) 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

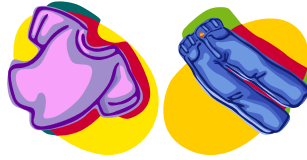
In-House Suspension will be used for major infractions. The principal may put a student on in-house suspension for 1 – 5 days. Students will remain under supervision of the principal or his/her designee and will complete all classroom assignments. Parents will be notified by phone and in writing.

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.

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 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, including hair/color, jewelry, make-up, and nails 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, spaghetti straps, plunging necklines (front and/or back), short skirts, short shorts, and/or see-through garments.**
- 3. Ensure that underwear is completely covered with outer clothing.**
- 4. Include footwear at all times. Footwear that is a safety hazard (*flip flops*) is not allowed.**
- 5. The wearing of hats or head covering in the building except for a medical or religious purpose is prohibited.**
- 6. Items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, or disability are prohibited.**
- 7. We do not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.**

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, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.



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 PHONE AT 542-5007
IF YOUR CHILD WILL BE ABSENT OR TARDY TO SCHOOL THAT DAY. IT IS VERY
IMPORTANT FOR US TO KNOW THAT YOUR CHILD IS SAFELY AT HOME!***

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.



SCHOOL VISITATION

Parents are always welcome to visit our school and classrooms; please 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 also report to the office to sign in and obtain a visitor tag.

Please note that before 8:00 a.m., everyone must enter through the door closest to the gym (DOOR 7). After 8:20 a.m., all entrances to the school are locked. After that time, anyone coming into the elementary must enter through the elementary main entrance (DOOR 2).

****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 elementary entrance (DOOR 2). Once you are buzzed in, you must report to the main office to sign in, provide identification, and list your destination.
- Parents picking students up at dismissal may enter through DOOR 7 (closest to the gym) at 2:30. Students will need to be signed out from the cafeteria.
- Do not visit the classrooms unannounced.
- Do not pick your child(ren) up at their classroom. They must be picked up in the Main Office, the Nurse's Office, or the cafeteria.
- Have identification ready.
- Do not wander the halls.

This is 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 third, fourth, and fifth grade students will use a district homework assignment notebook. Please sign the homework notebook each day to indicate that, to the best of your knowledge, your child has completed his/her homework. Further details will be available from the classroom teacher. 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, along with the regular study 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.

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. Homework assignments should state the purpose, have clear directions, and be promptly evaluated. 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.

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

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.

Requests for Homework

When you expect that your child will be absent, requests for homework assignments may be made through the elementary office at 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.



CAFETERIA RULES & PROCEDURES

- 1. *Keep your hands to yourself.***
- 2. *Use 12-inch voices.***
- 3. *Stay seated.***
- 4. *Raise your hand if you need anything.***
- 5. *Keep floors and tables clean.***
- 6. *Take trays to wash counter in an orderly way.***
- 7. *Stay to the right when walking in the aisleways.***
- 8. *Be respectful and mannerly while waiting in line.***

CONSEQUENCES

- 1. *Warning.***
- 2. *Time-Out: Student will eat at a separate area from classmates.***
- 3. *Loss of lunch recreational privileges.***
- 4. *Call to parent(s).***
- 5. *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 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 plan on going outside whenever possible.

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 plan on going outside whenever possible.

Appropriate Clothing:

Sneakers (no heels), shorts (jean shorts are acceptable), T-shirts, sweatshirts, jogging suits, and sweat pants.

Unacceptable Clothing:

Shoes, boots, sandals, any type of open toe shoe or sneaker which does not give support to the foot and ankle region, jeans, and any clothing that is worn to school that day (except grades K-2).

Grading Procedure

Children grades k-5 receive a grade based on skill acquisition towards proficiency in the learning standards. In addition, you will also receive information on your child's learning behaviors (effort, homework, and classroom participation).

In the event of a student being unprepared more than three times in a given marking period, the student's grade may be lowered one level.



REMEDIAL SERVICES

AIS Reading, AIS Math, special education, speech, and occupational therapy are available to students based upon need and as evaluated and monitored through Response to Intervention and other measures described below. The service providers may either push-in the classroom or pull students out of the classroom to provide these services.

Students are identified for the above mentioned services according to the following criteria:

- Standardized/New York State tests*
- Curriculum Based Measures/AimsWeb/STAR*
- Teacher/parent recommendations*
- Classroom performance*

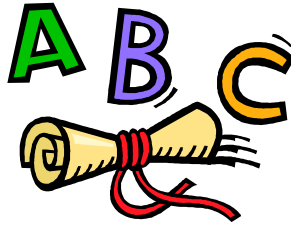
If parents have any questions or concerns regarding any remedial services, please contact the principal at 542-5050.



Instructional Support Team (IST)

Akron Elementary School supports an Instructional Support Team. The team is comprised of the school administration, school psychologist, school counselor, speech and occupational therapy teachers, special education teachers, and classroom teachers who 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.

Teachers work together to generate suggestions so that all students are successful. If specific evaluations are recommended, parental permission is required. Meetings are weekly and classroom teachers refer students whom they feel are having academic or behavior difficulties. Parents are always notified if their child is referred.



ACADEMIC and CIVIC ACHIEVEMENT RECOGNITION

Akron Elementary recognizes student academic and civic achievement in a variety of ways.

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 who, in the teacher's judgment, has displayed the most improvement compared with the achievement in the previous grade or grades.

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 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. Please note that, as it is Mrs. Martin's job to help ALL students, your child may see her without your knowledge for assistance with minor concerns, like help solving a problem with peers, help with organizational skills, or help making positive choices. Mrs. Martin can be reached through the main office at 542-5050.



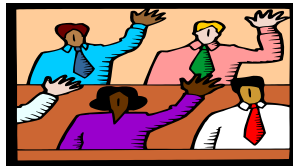
NATIVE AMERICAN HOME-SCHOOL COUNSELOR

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 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.



VOLUNTEERS

Akron Elementary School believes that student achievement is directly linked to parental involvement, and therefore encourages such involvement in school educational planning and daily operations. Parental involvement may take place either in the classroom (as volunteers) 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 542-5050 and 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. An orientation is provided for all volunteers as well as a volunteer handbook. Parents are also encouraged to read the Code of Conduct for all school visitors.

Please call 542-5050 for further information.



TRANSPORTATION AND SAFETY

All school rules are in effect when students are on the buses. Violations of these rules may mean suspension of bus privileges. Parents will then be responsible for seeing that their child gets to and from school safely.

Bus Incident Warning Reports will be mailed to any parent whose child has been reported to the office by the bus driver for unacceptable behavior while riding the bus. Transported students are under the authority of and are directly responsible to the driver of the bus. His/her orders must be obeyed. *Three referrals will result in the suspension of bus privileges.*

All bus passengers must obey the following rules. In order to ensure that every Akron student receives a safe ride to and from school, we ask that parents support and reinforce these rules:

1. Follow directions; cooperate with 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 in the bus or out of the windows or door.
7. Keep the bus clean and the aisles clean.
8. No toy weapons are ever allowed on the bus.

The following guidelines are to ensure the safety of all bus riders:

1. Stay back at least fifteen feet from the curb or roadside.
2. Do not stand in the roadway, including the intersection.
3. When boarding, stand fifteen feet from the bus until the bus door opens.
4. Enter with care—use the handrail.
5. When exiting the bus, stand only when the bus has stopped.
6. Exit in an orderly manner. Stand only when the seats in front of you are empty.
7. Walk directly from the unloading area.
8. If crossing the street, make eye contact with the driver. Wait for a signal from the driver letting you know it is ok to cross. Look both ways when crossing the street.
9. Never go back if you dropped or lost something.

Parents are asked to notify the school in writing or by a telephone call if their child is to go to a location other than his/her regular drop off point.

If the school is not notified the child will be sent home.

Avoid calling the office after 12:00 p.m. to make these arrangements whenever possible.

It is very difficult to make last minute changes at this hectic time of the day. Your child's safety is our greatest concern.



PROGRESS REPORTS

Some teachers will send progress reports home by mail approximately 6 weeks after the start of each trimester. These reports provide information that will lead to open communication between the parent and the teacher regarding both academic and personal growth areas. 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.

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 come to school for a conference, please contact the teacher directly so that a phone conference can be arranged. If you wish to meet with a teacher at any other time, a conference may be arranged by contacting the teacher to make an appointment.



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.

The following is a schedule of activities that will be offered to students in grades 3-5 for the 2013-14 school year. All after-school activities will take place between 2:30 p.m. and 3:20 p.m., with buses departing at approximately 3:25 p.m.

INSTRUMENTAL MUSIC

Instrumental lessons are offered after third grade. Students are pulled from their classrooms for a half-hour lesson on a rotating time basis. After reaching a certain proficiency level, students will be placed in a performing organization that meets after school. Beginning Band and Orchestra meet once a week and Advanced Band meets twice weekly. Mrs. Komosinski will distribute the schedule after the school year begins.

AFTER-SCHOOL ART

Students in grades 3-5 may stay after school to work on individual art projects any night that the art teacher is available. Miss Wazny will tell students if she is available on the day they want to stay. They should then inform their parents and get permission to do so.

VOCAL MUSIC

Students in grades 3-5 may participate in chorus. Both the 3rd grade chorus and the 4th/5th grade chorus typically meet once a week. Mrs. Stachowski will distribute the schedule for chorus after the school year begins.



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 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 are required to submit proof of immunization before entering New York State schools. The minimum requirements are:**
 - **3 doses of diphtheria toxoid (usually DPT or DT)**
 - **3 doses of oral polio (usually OPV)**
 - **2 doses of measles vaccine for children born after 1/1/85**
 - **3 Hepatitis B for students entering Pre-K, K, and 7th grade, as well as new students.**
 - **Pre-K lead level**
 - **Varivax or MD proof of the varicella disease is required for all students entering**

Pre-K and Kindergarten

Children will not be permitted to enter school without the required documentation. Transfer students from another state or country will be allowed 30 days to obtain the necessary records.

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, the rescue squad will be called, and your child will be transported to the most appropriate hospital. Parents are encouraged 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 a medical note is not received, it may affect your child's grade in physical education. 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 & PROCEDURE

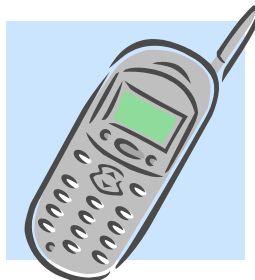
In order to eliminate head lice in the Akron Central Schools, the health office will take positive proactive steps to educate parents, students, and staff. In addition, a no-nit lice procedure will be enforced according to the procedure outlined below.

PREVENTION AND EDUCATION

- 1. In September of each school year, students in all classes grades K-5 will be checked for head lice.**
- 2. Head checks will be scheduled for the days immediately following Christmas and Easter vacation.**
- 3. 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.**
- 4. A video about head lice will be available for parents to borrow.**

**FACTS ABOUT LICE:
PROTOCOL**

- A. Problem: A new student is found to have a case of head lice or nits:**
- 1. The student will be taken to the health office and will be re-checked by the school nurse and/or the health aide to confirm the presence of lice. An intake form will be completed.**
 - 2. The child remains at the health office until the parent can come to school to pick the child up. If the parent is unavailable, the next individual on the student's emergency card will be called. Under no circumstance will the student be sent home on the bus.**
 - 3. When the parent or another adult arrives to pick up a child, they will be given a packet of information containing the following: 1) General information about head lice; 2) The care and treatment of lead lice; 3) A copy of the district policy regarding head lice. The school nurse will carefully explain the process for eliminating head lice including the use of pesticides and combs and will encourage the parent to consult closely with the family physician.**
 - 4. Once a student has been identified with this problem, the nurse will check the entire class or team. A general letter will be sent home to the classroom affected.**
 - 5. Once a student is identified with the problem, other siblings in the district will be screened.**
 - 6. Students must be brought back to school by a parent or another adult. They must report to the nurse's office upon entering the building to be examined by the nurse. Students must be louse and nit-free in order to be readmitted to school. Students will be sent home if lice or nits are present.**
 - 7. Students returning to school, who are louse and nit free, will be checked on the seventh school day after readmission to school.**
 - 8. If there are repeated cases of lice with a particular student or a student is returned to school several times and head lice or nits are still present, guidance personnel may be contacted for assistance.**
 - 9. Either the building secretary or the building principal will notify the bus garage when a child is restricted from riding the bus because of this problem. These students are not to be transported to school unless notified by either the building secretary or the building principal.**
 - 10. Housecleaning will be notified by the school nurse. The classroom will be thoroughly cleaned. The student's locker as well as the locker on either side will be thoroughly cleaned. The teacher will have all students in the child's classroom take home all belongings, including gym clothes, at the end of the week to allow for thorough cleaning of all lockers over the weekend.**
 - 11. In any situation where there are more than seven students in the building identified with this problem; the building principal and the school nurse will meet to review the situation. They will review all detailed cumulative records of any incidences of head lice and will discuss their findings with the superintendent.**



IMPORTANT PHONE NUMBERS

Bus Garage	542-5026
District Office	542-5010
Elementary Health Office	542-5056
Elementary Office	542-5050
Elementary Attendance #	542-5007
Middle School Office	542-5040
High School Office	542-5030
Special Education Office	542-5077



SCHOOL HOURS

Our school day starts at 8:00 a.m. and ends at 3:23 p.m. However, most children will be dismissed starting at 2:25 p.m. ending at 2:35 p.m., based on grade level. Parents picking students up at dismissal may enter through DOOR 7 at 2:30. Students will need to be signed out from the cafeteria. Parking/standing in the drop off/fire lane is prohibited. Students should not arrive to school before 7:45 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. 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. Our school office hours are 7:30 a.m. to 4:00 p.m.

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:

- WBEN (AM 930) WYRK (FM 106.5)**
- WTSS (FM 102.5) WGR (AM 550)**
- WALS (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 through the districts Global Connect System for important/emergency notifications.

