

Dear Parents/Guardians:

This handbook has been updated and prepared by staff and administrators to acquaint you with some policies and general information about the Red Creek Central School District and the Margaret W. Cuyler Elementary School. Please read the handbook, review it with your children, and keep it handy as a reference. If you have any questions, I would be happy to provide you with more information, I may be reached at my office at 315-754-2100.

Sincerely,

*Dennis C. Taylor*

Dennis C. Taylor  
Principal

DCT/mbs

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Margaret W. Cuyler Elementary School

6624 South Street  
P.O. Box 190  
Red Creek, New York 13143

Personnel

Dennis C. Taylor, Principal-----315-754-2100  
Kristy Smith, Nurse-----315-754-2105  
TBA, Psychologist-----315-754-2108  
Julia Herbst, Coordinator of Special Education-----315-754-2045  
Amanda Wilkinson, School Counselor UPK-2<sup>nd</sup> -----315-754-4250  
Steven Parshall, School Counselor 3<sup>rd</sup>-5<sup>th</sup> -----315-754-2050

District Office:

6624 South Street, Red Creek, New York 13143

Brain M. Corey, Superintendent of Schools-----315-754-2010  
William McDonald, Business Administrator-----315-754-2011

Bus Garage:

Church Street, Red Creek, New York 13143

April Sanko -----315-754-2030

Pre-Kindergarten:

Donna Hardy  
Jessica Paige  
Melissa Uruburu

Grade K:

Sandra Grab  
Angel Southwick  
Nanette VanHorn

Grade 1:

Michelle DuMont  
Nicole Foti  
Julie Yonker

Grade 2:

Amy Fink  
Patricia Wentworth  
Tammy Curtis

Grade 3:

Nora Bartholomew  
Pamela Cloonan  
Andrew Rupert  
Shawna Keefe

Grade 4:

Heather Hargrave  
Cheryl Howell  
Emily Pitcher  
Jennifer Nash

Grade 5:

Laura Andrus  
Thersa France  
Carly Nodine

Special Education:

Kelli Bushnell  
Courtney Dates  
James Goodwin  
Rebecca Hokanson  
Becky Snyder  
Kathleen Osborne  
Emily Wilson

Academic Intervention Support Reading:

Haley Bibee  
Marykate Graulich  
Kimberly Matteson

Academic Intervention Support Math:

Rita Wedge  
Kimberly Prosser

Music:

Joe Benedict Grades 3-5

Instrumental Music:

Kelly Witkiewitz Grades K-2

Physical Education:

David Briggs

Jessica Ashlaw

Art: Susan Sincavage-Sawyer

Speech:

Elizabeth Vendal

Olivia Sweetmen

Occupational Therapist:

Susan Lapp

Physical Therapist:

Dr. Janelle Kline

Nurse: Kristy Smith

Migrant Education:

Helen Drake

Psychologist:

TBA

ENL: Bonnie Hall

School Counselor:

Amanda Wilkinson

Steven Parshall

Teacher Assistants:

Hope Griffis, Reading Center

Mary Dates

Sandra Furman

Brittany Jackson

Rebecca Campbell, Reading Center

Krista Sheldon

April Cook, Reading Center

Tina Johnson, Library

Arlene Middleton, Math Center

Teacher Aides & Monitors:

Melissa Mayou, Special Education  
Jodi Rodgers, Special Education  
Kristen Wright, Special Education  
Melanie Curtis, Special Education  
Brittany Mack, Special Education  
Carolyn Lorenz, Special Education  
Tammy Capron, Special Education  
Tina Williams, Special Education  
Melinda Kline, Special Education  
Robin Dougherty, Special Education  
Darcy Smith, Special Education  
Suzanne LaSalle, Special Education

Custodial Staff:

Kim Auringer, Cleaner  
Jennifer Fillingham, Cleaner  
George Powers, Cleaner  
Angela Parsons, Cleaner

Cafeteria Monitors:

Lisa Shaw

Copy Room:

Melinda Crymer

Cafeteria Staff:

Holly Cole  
Carolyn Farnam  
Donna Henderson  
Ashley Beman

Office Staff:

Marie Stanton, Clerk Typist  
Alyssia Herrera, Clerk Typist



Board of Education Mission Statement  
Updated August 2019

The Red Creek Central School District will create a safe and supportive learning environment for all of our students, in order to prepare them with the fundamental skills and knowledge to responsibly contribute to society.

Cuyler Elementary School Vision  
Building Leadership Team  
Updated August 2019

Cuyler Elementary will provide a safe and positive environment where students know they are respected, cared for, and loved. We will encourage individuality and growth by providing an atmosphere where it is safe to make mistakes and to take risks; assuring the opportunity for high quality education for every student.

School Hours

Breakfast	8:30 A.M. Grades K - 5
Pre-Kindergarten	8:40 A.M. to 2:30 P.M.
Grades K - 5	8:40 A.M. to 3:30 P.M.

Children in grades K-5 should not arrive at school before 8:40 A.M. Students who arrive early will be asked to wait outside until their entry time.

School Closing/Late Start

The Superintendent of Schools may close the schools or dismiss students/staff early when hazardous weather or other emergencies threaten health or safety.

Parents are requested to **avoid calling schools on days of poor weather**; it is important to keep school phone lines open. School closing and delayed starting times will be announced over local radio stations. The following television/radio stations will carry information regarding emergency closing:

Radio: Syracuse	WSYR	570 AM
Rochester	WHAM	1180 AM

Television: Channels 3, 5, and 9 (Syracuse)

If no report is heard, it can be assumed the schools are opening on time.

### Emergency Plans

In accordance with regulations of the Commissioner of Education, the district has developed an Emergency Management Plan to safeguard the safety and health of students and staff, as well as district property, in the event of a true emergency.

Each year, the school will stage a "test" or drill of the Emergency Management Plan, and an early dismissal at a time not more than 15 minutes earlier than the normal dismissal time. Parents/Guardians will be informed of any such "test" at least one week prior to the drill.

Copies of the Emergency Management Plan are available in the district office.

### Attendance Policy

#### Statement of Overall Objectives

School attendance is both a right and a responsibility. The School District is an active partner with students and parents in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the School District recognizes that consistent school attendance, academic success and school completion have a positive correlation, the School District will develop, review and, if necessary, revise a Comprehensive Student Attendance Policy to meet the following objectives:

- a. To increase school completion for all students;
- b. To raise student achievement and close gaps in student performance;
- c. To identify attendance patterns in order to design attendance improvement efforts;
- d. To better know the whereabouts of every student for safety and other reasons;
- e. To verify that individual students are complying with education laws relating to compulsory attendance;
- f. To determine the District's average daily attendance for State aid purposes.

#### Description of Strategies to Meet Objectives

The School District will:

- a. Establish and maintain a positive school building culture by fostering a positive physical and psychological environment where the presence of strong adult role models encourages respectful and nurturing interactions between adults and students. This positive school culture is aimed at encouraging a high level of student bonding to the school, which in turn should lead to increased attendance.
- b. Develop a Comprehensive Student Attendance Policy based upon the recommendations of a multifaceted District Policy Development Team that includes representation from the Board of Education, administrators, teachers, students, parents and the community. The District will hold at least one public hearing prior to the adoption of this collaboratively developed Comprehensive Student Attendance Policy.
- c. Maintain accurate recordkeeping via a Register of Attendance to record attendance, absence, tardiness or early departure of each student.
- d. Utilize data analysis systems for tracking individual student attendance and individual and group trends in student attendance problems.
- e. Develop early intervention strategies to improve school attendance for all students.

A record shall be kept of each scheduled day of instruction during which the school is closed for all or part of the day because of extraordinary circumstances including adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of or damage to a school building, or such other cause as may be found satisfactory to the Commissioner of Education.

Attendance records shall also indicate the date when a student withdraws from enrollment or is dropped from enrollment in accordance with Education Law Section 3202(1-a).

At the beginning of each school day, all attendance information shall be compiled and provided to the designated school personnel who are responsible for attendance. The nature of the absence, tardiness or early departure shall be coded on a student's record in accordance with the established District/building procedures.

#### Notice of Students who are Absent, Tardy or Depart Early Without Proper Excuse

A designated staff member shall notify by telephone the parent/person in parental relation to a student who is absent or departs early without proper excuse. The staff member shall explain the District's Comprehensive Student Attendance Policy, the District's/building level intervention procedures, and, if appropriate, the relationship between student attendance and course credit. If the parent/person in parental relation cannot be reached by telephone or answering machine, the

staff member will provide such notification by mail. Tardies to school without proper excuse will be reported to parents by mail.

### Tardiness

Children are late if they arrive in the classroom after 8:55 A.M unless their bus is late or they are eating breakfast. When your child is late, please send a written excuse with him/her. Students who arrive late should report to the main office before going to class. Students may have no illegal tardies to earn an excellent attendance award.

### Absences

Children between the ages of 6 and 16 are required to attend school on a regular basis by the Education Law of New York State. The following reasons for absence or tardiness are considered legal: sickness, sickness or death in the family, doctor or dentist appointment, religious observance, and court appearance. Your child will be considered illegally absent or tardy in the following cases: visiting, on vacation, overslept, missed the bus, baby-sitting, needed at home, shopping, no shoes, and so on.

In all cases, the school attendance officer will judge if an absence or tardiness is to be considered legal.

Laws dealing with missing children require schools to notify parents when a child is absent, if the parent has not already contacted the school. It will help a great deal if you contact the school whenever your child is absent.

If you know your child will be absent for one or more days, please send a note notifying the school a few days ahead so homework can be prepared.

1. Students who have no more than a combined total of three or less legal absences/legal tardies, may earn an award for school attendance.
2. Any illegal absences or tardies disqualifies a student from earning an attendance award.

### Dismissal During the School Day

**If a child is to be excused early or is not to use his/her usual transportation from school, for any reason, please send a note with your child that morning.** The note should include the child's name, the reason the child will leave early or be using alternate transportation, the time the child will be leaving, and who will be picking the child up (include the person's name if it is not the parent). Phone calls to excuse children early are unacceptable. We can not easily verify the identity of someone who phones the school. The safety of your child is most important to us and you.

## Excuses

If a student is absent from school, a written excuse must be brought or sent in when the child returns. This excuse is to include the child's name, the date of the absence, and the specific reason for the absence (i.e. headache, stomachache, doctor appointment, etc). Please don't just write, "Mary was sick." The excuse must be signed by the parent or guardian.

## Health

When your child is ill, he/she should be kept home.

Below are some symptoms that would warrant keeping your child at home:

1. A temperature above 100.0 in the morning or the night before. Please keep him/her home for 24 hours after the temperature is back to normal.
2. Vomiting, or diarrhea. Please keep him/her home for 24 hours after vomiting or diarrhea stops.
3. Sore throat, chills
4. Strep Throat – He/she must be on antibiotic for at least 24 hours before returning to school.
5. Red, runny, itchy eyes.
6. Earache or drainage from the ear.
7. Very runny nose or continuous cough.
8. Skin rash - unless your child has seen the doctor and brings a note from the doctor.

## Physical Examinations

Physical examinations are required for all students entering the school district for the first time and when entering Pre-Kindergarten or Kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> . The physical report must be handed in to the nurse within 30 days of starting school. All physicals are good for one year.

All elementary school children have the following screening done by the school nurse each year: vision and hearing. Scoliosis screening (curvature of the spine) is done for girls in fifth grade. If any abnormalities are found during the health screening procedures, you will be notified in writing. It is your responsibility to arrange follow-up with the physician of your choice. Please notify the school nurse of the results of that follow-up evaluation.

## Medicine

Medicine may be given by the school nurse only if the following conditions are met:

1. There must be a written order from the doctor.
2. Parents must give written permission for the nurse to give medicine.
3. Parents must bring the medicine to school and give it to the nurse.
4. Medicine must be in a drugstore container labeled with directions and the child's name.
5. Any changes in frequency or dosage must be in writing from the doctor.
6. There must be a new doctor's order for each school year for long-term medicine.
7. These rules apply to any and all over-the-counter medicines as well.

## Head Lice

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

1. Whenever there is a possibility that a student is infested, staff will contact the student's parents. An infested student will not return to school unless corrective treatment has been given and the student is free of active lice. Current treatment protocols make this possible in less than twenty-four (24) hours. Parents may be asked to have a physician prescribe medication for treatment.
2. A student who has been infested will be readmitted to school after successfully completing an examination by the school nurse.
3. School staff will work with parents to minimize student absence caused by exposure to head lice. An infested student is not sick and is not a danger to other students. Excessive and unnecessary absences affect a student's educational progress.
4. School staff will protect student privacy and maintain confidentiality of medical information when infestations are detected.
5. School staff will also work to minimize the social stigma that is unfairly attached to victims of head lice infestations. Head lice are not caused by poverty or unsanitary conditions. Students will not be separated from their peers or singled out as infested. All staff will learn proper precautions to prevent further spread of the infestation.

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

#### Accident Prevention and Safety Procedures

All students and members of the school community, to ensure safety and prevent accidents, must:

1. Immediately report any conditions involving equipment or buildings which may be dangerous to student or employee health or welfare.
2. Immediately report any unsafe practices by anyone in the building or on the grounds.
3. Ride bicycles only on the roadways, not the sidewalks. Bicycles are to be parked in the rack provided by the school. Pleasure riding on the school grounds is prohibited during school hours.
4. Observe appropriate vehicle speeds on school grounds.

#### Requirement to Report Child Abuse/Neglect

1. New York State Law requires the reporting of suspected cases of child abuse and neglect. If the school officials do not comply with this law, they could face criminal charges.
2. School officials do not indiscriminately make such reports of abuse or neglect. Every possible attempt is made to determine the validity of such a charge before the necessary report is made.
3. Reports of suspected abuse or neglect are made to the Child Abuse and Maltreatment Center in Albany and are investigated by the Child Protective Services Department of the county where a child lives within 24 hours.

#### Emergency Drills

The Building Principal is responsible for conducting a minimum of 12 emergency drills as required by New York State law. In order to instruct students and staff in an emergency without confusion and panic. These drills shall include instruction on lock downs, fire drill exits and other procedures.

All students are expected to cooperate with staff members during lock down drills/fire drills, and to leave the building in a quiet and orderly manner. The exit route is posted in each room. Students must stay with their teacher. Distracting behavior will be subject to either teacher or administrative discipline, and may merit a penalty.

### Parking in the Bus Loading Area/Fire Lane

If you come to the school at any time during the regular school day, please do not park your car in the bus loading area/fire lane in front of the school. If cars are parked, or are dropping off students, during arrival/dismissal times in the bus loading area, it causes very hazardous conditions for the loading/unloading of students.

This area is a "Fire Lane" which must to be kept clear at ALL times in case of an emergency.

### Complaints and Grievances

Complaints by citizens regarding any facet of the school operation often can be handled satisfactorily by the administrative officer in charge of the unit closest to the source of the complaint. In most instances, therefore, complaints will be made to the building principal if the matter cannot be resolved by the teacher, coach, or other school employee.

While students have the responsibility to abide by the policies and regulations of the District, they shall also be afforded opportunity to present complaints and grievances free from interference, coercion, restraint, discrimination and reprisal.

If the complaint and related concerns are not resolved at this level to the satisfaction of the complainant, the complaint may be carried to the Superintendent and/or one of his/her assistants. Unresolved complaints at the building level must be reported to the Superintendent by the building principal. The Superintendent may require the statement of the complainant in writing.

If the complaint and related concerns are not resolved at the Superintendent level to the satisfaction of the complainant, the complaint may be carried to the Board of Education. Unresolved complaints at the Superintendent level must be reported to the Board of Education by the Superintendent. The Board of Education reserves the right to require prior written reports from appropriate parties.

No person shall present or discuss complaints against school employees at any open meeting of the Board. The Board shall hear such complaints in executive session. Personnel complaints heard by the Board in executive session shall be written, signed by the person bringing the complaint, and presented to the Board through the Superintendent. The Board should be given reasonable opportunity to investigate the complaint and resolve the problem.

If the Board determines that a complaint warrants a formal hearing, all further proceedings shall be governed by applicable laws and regulations of the State of New York.



## School Services/Activities

In addition to academic subjects taught by classroom teachers, our building offers Related Arts classes. These are art, library, music, and physical education.

## Physical Education Requirements

Students must wear sneakers to play in the gym. Body piercing jewelry, due to safety concerns, can not be worn in physical education classes. Other jewelry and ornamentation can be worn at the discretion of the teacher, based on safety concerns.

## Instrumental Lessons

At no cost, the Red Creek School District offers certain instrumental lessons beginning in fourth grade. Students rent or purchase instruments and lessons are provided by music teachers.

## Band

Students in fourth and fifth grades who take instrumental lessons are eligible to play in the elementary band. The band rehearses on a regular schedule and performs at various events during the school

## Chorus

Fourth and fifth graders who like to sing may be in the Cuyler Chorus. Chorus students rehearse on a regular schedule and perform at various events during the school year.

K-3<sup>rd</sup> Holiday Concert

## Computers 1:1 Devices

Computers are present in most classrooms in our building. Classroom teachers may utilize computers as part of instruction within the classroom throughout the school year.

## Activity Groups

Activity groups, similar to clubs, are conducted by Cuyler staff members on a voluntary basis. Your child may become involved in one of these groups. Activities covered by these groups vary from year to year, dependent on student interest and staff availability.

Battle of the Book Grades 3<sup>rd</sup>-5<sup>th</sup>

Inventive Minds Grades 3<sup>rd</sup>-4<sup>th</sup>

## Religious Education Release Time

Children may be released from school for a maximum of one hour per week for religious instruction. Churches within the district notify families when they plan to offer such instruction. When parents give written permission, the school releases students for religious instruction.

## School Pictures

Each fall student portraits (school pictures) are taken at our school. Student photographs are used for student records. Picture packages may also be purchased by interested parents. Picture day will be September 24, 2021. Make-up/retake day will be November 16 , 2021.

## PTA

The Red Creek Parent Teacher Association, an affiliate of the New York State PTA and the National PTA, is an organization made up of parents, teachers, administrators and other members of the community whose primary objective is to promote the health, safety and welfare of its children. Our \$10.00 membership fee sponsors various fund raisers during the year, the Red Creek PTA is able to provide special programs and activities for elementary children and parents, such as: school assemblies, after-school programs, parenting workshops, and reading programs.

PTA Open House Thursday, October 21, 2021 5:00-6:00pm

PTA Pumpkin Walk Friday, October 29, 2021 7:00PM

## Committee for Special Education (CSE)

A district-wide committee meets as needed, during the school year to discuss the special needs of students who have been referred by a teacher or parent. The chairperson of the CSE may be reached at the High School, 315-754-2045.

## School Psychologist

The psychologist is responsible for conducting psychological evaluations and testing potentially gifted students. Testing cannot begin until parental consent is received in writing. Parents are contacted when the evaluation is completed so the results may be shared. Other responsibilities include consulting with teachers and meeting with parents to discuss concerns they have regarding their children. Individual and small group counseling is provided on a regular or short-term basis and, when appropriate, referrals are made to community agencies.

## Special Education Teachers

The consultant teachers work with the classroom teacher in meeting the needs of children with learning problems. Students participate in the special education program after the building intervention team has reviewed the child's total history and the Committee for Special Education has decided the child would benefit from the service. Parent conferences with consultant teachers are scheduled to develop a special program that will meet each child's educational needs.

## Home Visitor

The home visitor interviews parents of children who have been referred for testing. Information is obtained that pertains to the child's medical, social, and family history. The home visitor may be a teacher, nurse, psychologist, counselor, administrator, or other staff member.

### Speech Therapist

The speech therapist evaluates and works with children who need speech/language therapy.

### Adaptive Physical Education, Physical Therapy and Occupational Therapy

Adaptive physical education, physical therapy and occupational therapy are provided for students with special physical/motor needs.

### Chapter I - Supplemental Reading and Math

Specially trained teachers and assistants in the Reading and Math labs work with students needing extra help and others in these areas. This may be done in the lab or the child's classroom.

### School Breakfast & Lunch

Breakfast and lunch are available on a daily basis. Cost for breakfast is \$1.50. Students wishing to eat a school breakfast should go directly from their morning bus to the cafeteria. Cost for the entire lunch, including milk, is \$2.00 per day; the reduced breakfast and lunch price is \$.25 per meal. Certain items may be purchased individually:

milk \$.60  
ice cream \$.60

### Free/Reduced Meal Applications

Free/reduced meal applications are sent to all families at the beginning of each school year; families may also request applications at any time. If you list income information and your child is approved for meal benefits, you must tell the school when your household income increases by \$50 or more per month or \$600 per year. You must also inform the school when there is a change in the number of people in your household.

### Lunch Charges

Occasionally, a child will forget or lose his/her lunch money. In situations like this, a child may request to charge the lunch to their lunch account. This will enable the child to get a regular lunch and pay for it on the following day. Charges may not be used for ice cream, special treats, or extra portions.

## Behavior in the Cafeteria

Students have a 30 minute lunch period with a 25 minute recess. Students are expected to:

- cooperate fully with cafeteria staff
- treat everyone with courtesy and respect
- stay seated
- keep the eating area clean and neat
- speak in quiet tones of voice
- line up in an orderly fashion
- refrain from sharing and throwing food

Failure to meet cafeteria behavior expectations can result in disciplinary action.

## RAMS

### Respectful

- Walk in a straight line
- Keep hands, feet, and belongings to self
- Be considerate of other classrooms

### Accountable

- Go directly to your destination and back
- Stay in line with class
- Walk with body under control

### Mindful

- Be aware that other friends are learning
- Be aware of all of the hard work on the walls
- Quietly wave and smile at friends

### Safe

- Keep eyes forward
- Keep body under control

## Grouping

Children, within each classroom, have a wide range of abilities. This makes it necessary, from time to time, to group students for various subject areas or activities according to ability and performance.

## Homework

Homework does have a role in the educational experience of a child in the elementary school. It may take many forms; it does not have to be a paper-pencil task. Homework could involve watching a television program, reading a newspaper article, interviewing a person, observing the sky at night, or collecting items to bring to school. Homework assignments are at the discretion of the individual teacher. Parents may wish to check with their child's teacher regarding homework.

## Reporting to Parents

Report cards are used to reflect the teacher's evaluation of student progress. Parent/teacher conferences are held after the 1<sup>st</sup> and 2<sup>nd</sup> trimester. Parents are encouraged to contact teachers at any time to arrange additional conferences.

## Student Records

The Red Creek Central School District shall comply with the provisions of the "Family Educational Rights and Privacy Act of 1974". Under its provisions, "parents/legal guardians and non-custodial parent(s), whose rights are not limited by court order or formal agreement, of a student under eighteen (18), or a student eighteen (18) years of age or older, have a right to inspect and review any and all official records, files, and data, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns".

A parent of a student under 18 years of age or a student 18 years of age or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to ensure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or otherwise inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein which is personally identifiable, are confidential and may not be released or made available to persons other than parents or students

without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need to access such records in the course of their employment.

### Testing Program

Along with regular reporting and observation of student performance, conducted by teachers throughout the year. The District also uses other tools to evaluate students. New York State tests are administered in the Spring for grades 3<sup>rd</sup>-5<sup>th</sup> ELA and Mathematics. Grade 4 in Science. Parents are notified prior to New York State testing.

## **Social Media Communication Expectations**

M. W. Culyer Elementary is excited to have the opportunity to connect with the community through social media. Communication through social media aims to share all of the positive activities happening throughout the building as well as keep the community informed about upcoming events.

### **Guidelines for Public Comment & Interaction with District-Owned Social Media:**

All Red Creek School District Social Media sites are monitored on a continuous basis to ensure positive, productive and safe discourse. Red Creek CSD reserves the right to remove comments deemed inappropriate.

An inappropriate comment or post is defined as:

- Obscene, vulgar, offensive, threatening, discriminatory, or harassing language
- Promoting or advertising of a business or commercial transaction
- Promoting illegal activity
- Promoting violation of any District policy
- Promoting or opposing any person or party. This includes any person campaigning for election to political office, as well as promotion or opposition of any ballot proposition
- Not related to the stated purpose of the site

We expect that participants will treat each other with respect. Posted comments that contain vulgar or abusive language; personal attacks of any kind; offensive terms or images that target specific ethnic or racial groups or incite violence, or violate Board Policies may result in disciplinary action, even if these offenses did not occur on school grounds or during school hours

## Parent Requests for Placement

During the months of May and June, the Cuyler staff will be devoting considerable time and energy placing children into classrooms for the up-coming year. It is both the district's policy and Cuyler's philosophy to create heterogeneous classes that support learning for all children. Therefore, the primary goal of the placement team is to produce classes that are balanced in terms of gender, abilities, social maturity and peer relationships, and which are likely to foster healthy and productive learning environments.

As parents, you can assist us during this important process in the following ways:

- Placement is a complex process requiring the synthesis of a great deal of information and variables. The placement team consists of your child's grade level teachers, specialists, special educators, support staff and principal. You can greatly help by trusting that our knowledge and familiarity with your child's cognitive, social, emotional and physical needs will lead to good decisions and appropriate groupings for all students.
- To embrace the diversity which we value in our school, our students need to learn to accept and relate to a variety of people. While we will carefully consider peer relationships as one important variable in the placement process, children who learn to relate to a variety of children are more likely to succeed academically and socially.
- Teachers have been asked **not** to discuss placement with individual parents. This places inappropriate expectations on a teacher and compromises the fairness of the placement process. Conferences and conversations in the spring are opportunities to discuss your child's progress and growth during the school year.
- As in the past, parents are invited to share specific information related to your child. All information must be presented in writing, addressed to the building principal. The data you provide will be reviewed in the context of the whole placement process, and pass appropriate data along to the placement teams. Please be concise and limit your comments to the following topics:
  - Your child's specific learning style, strengths, weaknesses, and/or needs;
  - A request that a younger sibling not be placed with the teacher an older sibling had;
  - Other pertinent information that the classroom teacher may not have access to.
  - **Requests for individual teachers will not be accepted.**

Please remember that your input is welcomed and valued, but is only one element

considered in the process. There are sometimes diverse opinions as to what is best for each child, each class, and the school. In the final analysis, the staff create classes which will most benefit each child, and will contribute to the smooth operation of the school.

### Retention

Retention, or repeating a grade, is one of the tools used to close the gap between a student's ability and classroom performance. Students may be retained when teachers observe that a child is not working up to ability or when a child is having difficulty adjusting to the academic or social demands of the grade level. It is our belief that retention at an early level is most beneficial in promoting a child's future academic growth. In no cases is retention ever used for disciplinary reasons.

Teachers and parents most often discuss retention at the end of the third marking period. A formal letter of retention is sent to the family in late May or June.

### Focus on Education

To help maintain an appropriate focus on the educational tasks at hand, without unnecessary distraction, students are prohibited from bringing radios, tape players/recorders, CD players, electronic games, trading cards, and other items as specified by the classroom teacher or principal. Additionally the buying, selling, and trading of items, not sanctioned by the school, is prohibited on buses, at school, or during school functions away from school.

We strongly recommend that parents do not allow students to bring any expensive items to school that might be lost or stolen. Additionally amounts of money in excess of what is needed for lunch and other school activities is not recommended. The school district is not responsible for lost or stolen items.

LET'S HAVE A GREAT SCHOOL YEAR!