

# Eden Elementary School

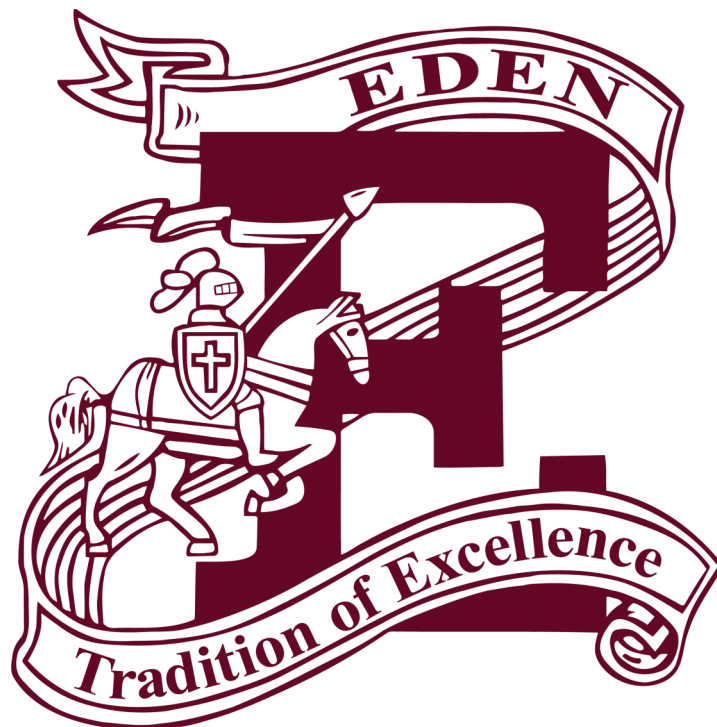
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Family Handbook  
2024-2025

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# Message from the Principal

The first day of school comes with great anticipation. The faculty and staff of Eden Elementary School are committed to providing your children an educational program that focuses on current instructional practices that meet your child's individual needs. We recognize that student achievement is greatly increased when there is a cooperative working relationship between the classroom and home. Therefore, we look forward to working with you on this pathway to achievement.

We ask that all students and their parents review the following pages together so that the school's procedures and behavioral expectations are understood. Through a knowledge and understanding of these procedures and expectations, we are confident that everyone will meet with success this school year.

The world of technology has provided greater opportunities for the school to communicate with its community. We ask that you visit the Eden Elementary web page for up-to-date calendar information, as well as pertinent educational programs. Additionally, your child's report card will now be made available to you on-line through the parent portal. Report Cards are **ONLY** available on Parent Portal.

Please contact me anytime if you have any questions.

Sincerely,

*Kelly LaRosa*

Principal

## **MISSION STATEMENT**

Eden Central School District continues its tradition of excellence by providing a positive and respectful learning environment for students, faculty, staff and community members. We provide the tools and opportunities to fully realize student's potential while cultivating responsibility, creativity, energy and open-mindedness to empower their success within our global society.

## **BELIEF STATEMENTS**

- Respect and trust are the foundation for all interactions within a collaborative learning community.
- All students and staff have the right to a safe place to learn and work.
- All of the adults in our learning community should model the expectations we have for our students.
- All students are capable of personal academic growth.
- Everyone has valuable skills to contribute.
- Decisions should be based on what is best for students.
- All students should have access to appropriate educational opportunities.
- All students should engage in a comprehensive educational experience that facilitates the identification of their talents and interests.
- All students should have the opportunity to experience success.
- It is important to utilize the most effective methodologies and progressive technology.
- A comprehensive analysis of data should inform academic and fiscal educational decisions.
- We should develop active citizenship in our students through community service and involvement in public policies.

## **2024-2025 District Goals**

### **Goal #1**

#### **Student Achievement**

The District will implement data-driven instruction to meet the needs of all levels of learners using guaranteed, viable and aligned curriculum, programs, and interventions in order to maximize student opportunities and academic performance.

### **Goal #2**

#### **Diversity, Equity, and Inclusion**

The District will promote and support curriculum/programs that support DEI (Diversity, Equity, and Inclusion) in order to ensure, create and foster a safe and welcoming environment for all students by embracing diversity and choice, where all students of all academic abilities and backgrounds feel welcome, valued, and engaged.

### **Goal #3**

#### **Finances/Facilities**

The District will maintain fiscal stability in a manner that supports the instructional program and that is also responsive to the local economy. Facilities will be maintained, improved and designed to meet the needs of the learning community.

\* *Eden Central School District Code of Conduct can be found on the District Website at <https://www.edencsd.org/Page/8361>.*

## **CONTACT INFORMATION**

### **Eden Elementary**

Office .....992-3610  
Nurse .....992-3611  
Kitchen.....992-3618

### **District Offices**

Superintendent.....992-3629  
Special Education.....992-3645  
Transportation.....992-3633  
Food Service .....992-3623

**GLP**.....992-3638

## **BOARD OF EDUCATION**

Mr. Donald Sutfin, President  
Mrs. Jennifer Horschel, Vice-President  
Ms. Cheryl Carpenter  
Mr. Jack Cuddihy  
Mrs. Marlene Grunder  
Mr. Allan Silver  
Mrs. Jennifer DellaPenta

## **ADMINISTRATION**

Mr. Jeffrey Sortisio, Superintendent  
  
Mrs. Kelly LaRosa, Principal & Director of Curriculum,  
Instruction, and Staff Development

**[www.edencsd.org](http://www.edencsd.org)**

## **EDEN ELEMENTARY FACULTY & STAFF**

Messages for teachers should be left on teacher voicemail. In the event of an emergency or time sensitive material, please call the main office at 716-992-3610.

Do not leave pick up or dismissal changes on teacher voicemail or email. There is a very strong chance that the message may not be received prior to dismissal. Send in a note the morning of change or call the Main Office.

### **3<sup>RD</sup> GRADE**

Mrs. K. Grimaldi - Ext 4110  
Mrs. T. Lester - Ext 4109  
Mrs. C. McTigue - Ext 4108  
Mrs. M. Theophilus - Ext 4106  
Mrs. M. Weber - Ext 4107  
Miss S. Woodard - Ext 4106

### **4<sup>TH</sup> GRADE**

Mrs. K. Dahmer -Ext 4102  
Mr. K. Fronczak -Ext 4203  
Mrs. Mohny - Ext 4203  
Mr. C. Naughton - Ext 4204  
Mrs. C. Stumpf -Ext 4103  
Miss J Walker - Ext 4104

### **5<sup>TH</sup> GRADE**

Ms. Carbone - Ext 4209  
Mrs. A. DeMont - Ext 4205  
Mrs. L. Felser - Ext 4208  
Mrs. J. Johnson - Ext 4207  
Mrs. A. Lincoln - Ext 4210

### **MultiAge**

Ms. S. Myers - Ext 4222

## **CO-CURRICULAR**

Mrs. A. Bahun - Band ..... Ext 4114  
Mrs. K. Bosiacki - Music ..... Ext 4112  
Mrs. S. Locking - Computer Lab ..... Ext 4223  
Ms. V. .Zoll - Library ..... Ext 4240  
Ms. A. Masciale - PE..... Ext 4199  
Mrs. S. Merkel - Orchestra..... Ext 4113  
Mrs. A. Witman - Art..... Ext 4216  
Mr. K. Witman - PE ..... Ext 4147



## **AIS EDUCATION**

Mrs. D. Fazzolari - Speech/Language ..... Ext 4224  
Mrs. J. Funke - AIS ..... Ext 4213  
Ms. S. Gallagher - Special Education ..... Ext 4206  
Mrs. S. Myers - Special Education ..... Ext 4222  
Mrs. T. Popp - AIS ..... Ext 4212  
Mrs. J. Tomasulo - Physical Therapist ..... Ext 4220  
Mr. K. Walker - AIS ..... Ext 4120  
Mrs. J. Wallschlaeger - OT ..... Ext 4221  
Mrs. S. Wieberg - AIS ..... Ext 4201

## **SUPPORT STAFF**

Mrs. Rebecca Achtyl..... Teacher Aide  
Mrs. Brittany Burkowski ..... Teacher Aide  
Miss Hailey Bonczar ..... Cleaner  
Ms. Amanda Chimera ..... Teacher Aide  
Ms. Diana Corcoran ..... Teacher Aide  
Mrs. Cheryl Dunmire ..... Teacher Aide  
Mrs. Tracy Himes ..... Secretary  
Mrs. Lara Husman..... Cafeteria Monitor  
Mr. Kenneth Jock..... Cleaner  
Miss Allyson Keller ..... Teacher Aide  
Miss Caitlin Leyh ..... Teacher Aide  
Ms. Susan Miceli ..... Cafeteria Monitor  
Mrs. Kara Mrugala ..... Teacher Aide  
Mrs. Barb Palmieri ..... Secretary  
Ms. Lisa Postle ..... Secretary  
Mrs. Robin Ralph ..... Cleaner  
Mrs. Michelle Smith..... Teacher Aide  
Mr. Mark Stephens ..... Custodian  
Mrs. Jennifer Tomasulo ..... PT  
Mrs. Francesca Turley-McDonough ..... Teacher Aide

## **PROFESSIONAL STAFF**

Mrs. S. Fitzgerald, Guidance Counselor—Ext 7006  
Mrs. L. Birkby, Psychologist Ext— 7010  
Mrs. J Rocco, School Nurse—Ext 4715  
Mrs. H. Tredo, Social Worker—Ext 7008



## **HEALTH OFFICE INFORMATION**

Each child has a confidential permanent health record. Please keep the school nurse informed of any health problems, changes or serious injuries. If your child becomes ill or is injured in school, care will be provided by the school nurse.

- **Absence** - Please call the Health Office (992-3611) to report absences. A written note should be sent when your child returns to school: New York State Education Law requires notes for all absences.
- **Tardy** - A written excuse should be given to the Secretary in the Main Office when the child is brought in late to school.
- **Medication** - All medication to be given in school, including over-the-counter medicine, must have a doctor's written order and parent/guardian written consent. **Parents must deliver all medications to school. Students are not permitted to transport medicine to or from school, unless the student has a self-carry order from their physician and parent.** Please keep medicine in original containers. Legally, the school nurse may administer medication in school only if these conditions are met. Forms are available on the Eden Central School District website on the Eden Elementary School page under the nurse's tab.
- **Scoliosis Screening** – Girls in grades 5 and 7, and boys in grade 9 who did not have a scoliosis screening noted on their health certificate will be screened by the school healthcare professional.
- **Physical Examination** –New York State law requires a health examination for all students **entering the school district for the first time and when entering Pre-K or K, 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade.**
- **Vision and Hearing Screenings** will be conducted on **all new entrants** to the district, **Pre-K, K, 1st, 3rd, 5th, 7th, 11th grade, and when requested by parent/guardian or teacher.**
- **Immunizations** – Immunizations must be up to date for school entrance. A written medical exemption from your child's doctor is the only reason accepted for not requiring a vaccine. Please refer to the school nurse website for 2024-2025 NYS Immunization Requirements.
- **Dental Health Forms** are also required for entrance to school and requested at the same time as physicals.
- **Exclusion from school** - The nurse may exclude any child suffering from or exhibiting the following symptoms, depending upon their professional assessment;
  - \* Fever above 100 degrees F
  - \* Sore throat or enlarged tonsils
  - \* Any eruption of the skin or rash (known allergies accepted)
  - \* Any nasal discharge accompanied by fever or cough
  - \* Severe cough
  - \* Any inflammation of the eye or eyelids (known allergies accepted)
  - \* Vomiting and/or diarrhea
  - \* Any student who has been excluded from school for infectious disease should present a written statement from the attending physician before returning to school.





- **Infectious Illness/Infestation** - Before children may return to school after suffering with a fever and/or vomiting, he/she must be free of symptoms for a minimum of 24 hours. Children returning to school following infectious illness (impetigo, pink eye, ringworm, pin worm and scabies) must provide a written physician's statement of treatment for the condition. It is recommended that children who have had head lice be checked by the school nurse before readmission to school. Treatment of lice does not guarantee that all nits have been removed.
- The parents of children with asthma and/or allergies may opt for their son or daughter to be assigned to a classroom that does not have fur bearing animals (i.e. hamsters, mice, gerbils, rabbits, etc.) or feather bearing animals.

**Please contact our school nurse, Jennie Rocco, with any questions or concerns at 716-992-3611.**

## **ATTENDANCE**

New York State law makes school attendance compulsory. Schools are required to note excused and unexcused absences as well as late arrival and early departures. School personnel will be in contact with students whose absences/tardiness/early departures become excessive.

## **SCHOOL CLOSING**

School closings and weather delays are communicated through our School Messenger Communication System via a phone call and/or text message. Please make sure your contact information is up to date in powerschool. Additionally, school closings and weather delays are posted to local television and radio stations, and the Eden facebook page.

## **VACATION PROCEDURE**

### **Policy for Student Voluntary Absences during School Time:**

The New York State Education Department maintains school absence due to vacations are illegal absences. Vacation time requests cannot be granted and are ill-advised; it must become the parents' decision. If parents choose to do so, it is recorded on the student's permanent record as an unexcused absence with parental permission. **STUDENTS ARE RESPONSIBLE FOR ALL WORK MISSED DURING THEIR TIME OF ABSENCE.**

For students:

- Parents must provide notification at least one week in advance to the Principal.
- Parents must also inform the Attendance Office or Principal as to the length and date of absence, grades K–12.
- Refer to attendance section for rules on excessive absences.

No work will be handed out prior to vacation. Requests for assignments creates a dilemma.

Work will be collected for the student during his/her absence. Upon return, the student will have to make up missed work. Parents are responsible for making sure the child completes all assignments.

# 2024-25 School Year New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

All children must be age-appropriately immunized to attend school in New York State. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). Intervals between doses of vaccine must be in accordance with the [“ACIP-Recommended Child and Adolescent Immunization Schedule.”](#) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes must meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule**

Vaccines	Pre-Kindergarten (Day Care, Head Start, Nursery or Pre-K)	Kindergarten and Grades 1, 2, 3, 4 and 5	Grades 6, 7, 8, 9, 10 and 11	Grade 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine adolescent booster (Tdap) <sup>3</sup>		Not applicable		1 dose
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses		4 doses or 3 doses if the 3rd dose was received at 4 years or older	
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose		2 doses	
Hepatitis B vaccine <sup>6</sup>	3 doses		3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years	
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose		2 doses	
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>		Not applicable	Grades 7, 8, 9, 10 and 11: 1 dose	2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses			Not applicable
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses			Not applicable

## **DAILY PROCEDURES**

### **OFFICIAL STUDENT HOURS 8:40 AM – 3:05 PM**

\*Students may enter the building at 8:30 AM\*

#### **EARLY MORNING PROGRAM**

The Continuing Education Program offers an Early Morning Program in our Elementary School gymnasium for K-5 students. This program allows parents to bring their children to school prior to the start of the regularly scheduled school day. Students are supervised by staff from 7:00-8:25 AM, and are engaged in low-impact activities. K-2 students are then transported to the GLP for the start of their day, and 3-5 students are released to their classrooms. Students can be dropped off anytime between 7:00-8:00 AM. The cost of the program is \$7.00 per day regardless of drop-off time. Please call Makayla Eddy at 992-3636 with additional questions.

#### **DRIVING STUDENTS TO SCHOOL IN THE MORNING**

**Students should arrive at school between 8:30 AM and 8:40 AM. Doors to the building are secure until 8:30 AM, Monday – Friday.** Students being driven to school should not be on the school grounds before 8:30 am. Please adjust your child's arrival time to help us minimize unsupervised students in the morning. Please drop students off in the south lot via the Route 62 driveway. Students may enter the front center doors at 8:30 AM.

#### **AFTERNOON PICKUPS**

Dismissal begins at 3:05 PM. You must park in the front visitor lot and use the front entrance of the building. The sign out sheet and staff members will be present to assist you starting at 3:00 PM. **Please have photo identification with you.**

- Many times parents arrive at dismissal to pick up students without prior notification and dismissal may be affected. Please send a note with your child in the morning so we can avoid the confusion at the end of the day. **PLEASE DO NOT GO TO THE CLASSROOM. THESE STUDENTS MUST BE PICKED UP IN THE FRONT FOYER.**

#### **WALKING OR BIKING**

If you would like your student to walk/bike home, please have them bring a note stating your intent. This note can be a daily note or a permanent (all year) note. If no note is provided, the bike remains at the school until a parent comes to retrieve it and the student will take the bus home. Walkers and bikers should use the sidewalk approach to the front of the school (by the flagpole) and avoid all parking lots. Bicycles should be chained and locked to the rack in front of the school. **Note: NYS law requires helmets for students under 14 years old.**

## **EXCUSED EARLY (BEFORE 3:00 PM)**

**THESE STUDENTS MUST BE PICKED UP AT THE OFFICE.**

If a student is to be excused early, please send a note with them in the morning, including the following information:

- Student's full name
- Time of release
- Reason for leaving
- Person who will be picking up the student (if not the parent)
- Parent/Guardian signature
- **Students are to be picked up at the Main Office and photo ID must be provided.**

## **BUS PASSES**

If you would like your student dropped off at a different stop than their home, please send in a note to his/her classroom teacher with the following information:

- Student's full name
- Name of resident and address of the stop
- Bus route number
- Date affected
- Parent/Guardian signature

Please ensure that your child knows his/her destination. Unfortunately, space is not available to assist with transportation for small group meetings and/or parties.

**Phone calls will only be accepted for route changes due to an EMERGENCY and will also require principal approval.**

## **BUS BEHAVIOR**

The following rules are posted in each school bus:

1. Observe same conduct as in the classroom;
2. Be courteous, use no profane language;
3. Do not eat or drink on the bus;
4. Keep the bus clean;
5. Cooperate with the driver;
6. Do not be destructive;
7. Stay in your seat;
8. Keep head, hands, and feet inside the bus;
9. Bus Driver is authorized to assign seats.
10. Students not adhering to the rules will receive a bus conduct referral form which is sent to the school principal.

## **CHANGE OF TRANSPORTATION**

If a student needs to change his/her means of transportation to and from school, a note is required from parents before **NOON**. In addition, if you would like your child to be transported to or from a regular alternate site, please file this request with the District before **August 15<sup>th</sup>**.



### **DELIVERING ITEMS TO SCHOOL**

When parents find it necessary to deliver forgotten items, messages, etc., to their children during the school day, the parent must leave the items in the Main Office. This procedure has been established to minimize the amount of interruptions to classroom instruction. Students will be allowed to obtain the item at a convenient time in his/her classroom schedule.

### **BIRTHDAY PARTIES AND BIRTHDAY TREATS**

Celebrating a child's birthday is a wonderful time in a child's life. It is filled with much excitement. It can also be a time of hurt feelings. If you plan on having a birthday party outside of school, invitations must be sent via postal service to the homes of the students unless the entire class, all boys or all girls are invited.

Store bought and/or prepared items **only** will be allowed in school. This includes birthdays and holidays.

### **VISITORS**

Parents are welcome as visitors or helpers to the classroom. Parents are also encouraged to have lunch with their children on occasion. **Visitors/helpers must report to the office to sign in and pick up a visitor's pass. Please have identification available.**

## **DIGNITY FOR ALL STUDENTS ACT (DASA)**

Beginning on July 1, 2012, all NYS public schools, BOCES and charter schools are charged with ensuring that "no student is subject to **harassment, discrimination or bullying** by employees or students."

**Bullying** is defined as "an act of repeated aggressive behavior by one or more students in order to intentionally hurt another person physically or emotionally". Bullying is **deliberate, repeated and involves a power imbalance**. The Principal is responsible for investigating and dealing with bullying issues.

Note: Under the law, schools are also charged with dealing with issues of **cyber bullying** both on and off school property if the cyber bullying impacts on students at school.

## **DRESS CODE**

Clothing should be safe, appropriate and should not interfere with the educational process. Compromised modesty should be avoided. Bare midriffs or backs will not be allowed. Inappropriate logos on clothing will not be tolerated. For safety reasons, no flip flops or "wheelie" sneakers are permitted. Hats should be removed upon entering the school. The complete dress code can be found in the district calendar.

## **SCHOOL RULES**

Eden Elementary has a set of rules that students must follow at all times.

### **Be Responsible**

*What does it look like?*

- Taking ownership for your OWN actions.
- Being honest.
- Taking care of yourself and your jobs.

### **Be Kind**

*What does it look like?*

- Speaking kindly to others.
- Treating others, the way you want to be treated (if not better!).
- Be a good friend.

### **Be Respectful**

*What does it look like?*

- Taking care of your materials.
- Keeping hands and feet to yourself.
- Being a good listener.
- Walking quietly in the halls respecting other learners.

## **CHARACTER EDUCATION**

The Eden Central School District is proud of the focus we have on good character.  
Across the district we expect that Raiders have:

**R**espect & Tolerance

**A**ppreciation

**I**ntegrity

**D**etermination

**E**mpathy

**R**esponsibility

**S**elf-Control



## **SCHOOL BEHAVIOR**

Parents, teachers, the Board of Education, and the Principal developed the following guidelines for behavioral expectations.

- \* Students should follow directions and always do their best.
- \* Students are to respect others.
- \* Students are to keep their hands, feet and objects to themselves.
- \* Students are to treat others as they would want to be treated.
- \* Students are responsible for their own actions.
- \* Student's behavior cannot interfere with the learning of others.
- \* Students must come to school properly dressed.
- \* No collectibles (trading cards, comic books, etc.).
- \* No headsets, radios, CD players, iPods, iPads, cell phones, smart watches, laser pointers, or gaming systems allowed in school.
- \* No candy or gum chewing.
- \* No buying or selling allowed.
- \* Specific rules for classrooms, cafeteria, halls and buses are posted.

## **STUDENT DEVICES**

The use of cell phones, i-pads, smart watches, etc. in school during school hours is strictly prohibited at all times. Devices brought to school by students are expected to be turned off and must be kept in backpacks during the entire school day. Exceptions are only given for students with legitimate, documented medical needs.

- Any offense will result in device confiscation by the supervising adult and will be turned over to the Principal who will contact parents to pick up the device.
- Further offenses could result in disciplinary consequences.

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

<b>Rights</b>	<b>Responsibilities</b>
Be respected by teachers, staff and other students	Show respect for adults and fellow students
Have access to school materials and equipment (books, computers, facilities, etc.)	Show proper use for these items
Be safe in school environment	Behave in a way that does not affect the safety of themselves and others
Be listened to by teachers, staff and other students	Listen to adults and each other respectfully
Be treated with dignity (no teasing, harassment, bullying....verbal or physical)	Practice the "Raiders Have" program

\* Eden Central School District Code of Conduct can be found on the District Website at <https://www.edencsd.org/Page/8361>.

## **STUDENTS' DISCIPLINE**

We make every effort to positively reinforce students for good behavior. Inappropriate behaviors may result in one or more of the following outcomes depending on the severity of the behavior and/or its chronic nature.

- verbal reprimand
- loss of privilege(s)
- change of seating arrangement (including cafeteria)
- written assignments (signed by parent/guardian)
- immediate call to parent/guardian
- lunch detention (3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grades)
- detention with parental notification (4<sup>th</sup>, 5<sup>th</sup> grades)
- double detention with parental notification (4<sup>th</sup>, 5<sup>th</sup> grades)
- conference with parent/teacher/student/principal
- out of school suspension with parental notification
- suspension from bus
- financial restitution for theft/vandalism

## **CONSEQUENCES**

More serious offenses (fighting, theft, vandalism, inappropriate language, etc.) will result in a detention or suspension for each offense.

Behaviors that are flagrant violations of accepted behavioral standards may result in suspension on their first occurrence.

## **RESOLVING CONCERNS**

Concerns by a parent should be addressed at the level of concern. If a parent has a concern with a teacher, the parent should contact the teacher. If the concern is not resolved, then contact the building Principal. If not resolved at that level, the Superintendent should be contacted.



## **BACKPACK/TOTE BAG**

Children must have a bag to house their papers and books. It should be large enough to carry a take-home folder, lunch box and assorted sweaters, sneakers, etc. This is necessary to prevent a child from chasing a paper into the street and protecting all books from any damage. Please refrain from using bags that are pulled on wheels as they are not only unsafe for your child but for the other children as well. ***PLEASE CHECK ALL BACKPACKS ON A DAILY BASIS AS WE OFTEN SEND HOME IMPORTANT NOTICES.***

## **ASSIGNMENT BOOKS**

All students are issued an assignment book and are required to use the assignment book on a class by class, day by day basis. Please review the assignment book with your child.

## **CLASSROOM BOOKS & MATERIALS**

Books remain the property of the School District even when they are entrusted to the handling students. The parents of pupils who lose, deface or write in books will be expected to pay for the replacement of the book.

## **LIBRARY LOAN POLICY**

All library materials are checked out electronically. Students may borrow two books from the library for two weeks. Upon their return, students may borrow two more books. Notices are sent home when materials are several weeks overdue. Payment requests are sent home for lost or damaged books. Students will be charged for lost and/or damaged library books at the original purchase price. .



## **INSTRUCTIONAL SUPPORT TEAM**

The Eden Elementary School has a team of teachers, specialists, the school psychologist and the principal who meet weekly to aid our classroom teachers with specific academic, behavioral, emotional or social concerns of their students. We believe that providing early intervention with a team of teachers who work as a support team will be most effective.

The team may recommend interventions that include a psycho– educational evaluation, speech and language evaluation, observations, counseling, medical history or classroom modifications. Parents will be notified and permission sought if any evaluation is recommended.

## **RTI**

The Eden Central School District follows the state mandate for a Response to Intervention Plan (RTI). This ensures that your child receives research-based intervention programs to meet his/her individual needs. This might include Academic Intervention Services (AIS).

## **AIS SERVICES**

Eden Elementary provides academic intervention in Mathematics and Language Arts/Reading. Services are provided according to need and parents are notified of services. All students are universally screened three times per year and progress monitored if needed. Typically students needing services receive small group instruction for 30 minutes per day.

## **IRLA / IMPORTANCE OF READING**

Eden Elementary utilizes a researched and standards based program called IRLA (Independent Reading Level Assessment). This program harnesses the reading research to ensure that instruction and reading practice accelerates each student's reading ability. Every student reads independently for 30 minutes in school and receives personalized coaching to improve reading skills, comprehension, vocabulary and fluency. Every student is expected to read 30 minutes daily at home in order to solidify their progress.

## **ENRICHMENT**

Enrichment opportunities are open to all students, and it is the responsibility of the entire school and community to continually provide ongoing enrichment and the invigoration of the education environment.

*A partial list of these activities follows:*

- \* Band/Orchestra/Chorus
- \* All-County Band/Orchestra/Chorus
- \* Field Trips
- \* All-County Solo Festival
- \* Before and After School Programs (varies by year)
- \* Garden Club
- \* Grade 5 Musical
- \* Personalized programs including MyPath and IRLA.



## FIELD TRIPS

Grades 3 – 5 may go on field trips this year (depending on outside funding). Students will ride school transportation to and from their destination when the field trip does not exceed normal school hours. Teachers will solicit the assistance of parent chaperones as needed. **All chaperones must have completed our Volunteer approval form.** Chaperones should refrain from bringing siblings on field trips.



## BAND/ORCHESTRA/CHORUS

Beginning in 4th Grade, students have an opportunity to take instrumental lessons. 5th Grade Band/Orchestra meets on Tuesdays and Thursdays from 7:40 AM – 8:25 AM starting mid-September. This privilege comes with the following responsibilities:

- being prepared for lessons
- evidence of sufficient practice
- attending lessons, rehearsals, and concerts
- proper dress for performances
- Reasonable academic progress

### **Grades 5:**

- dark dress pants, white shirt and tie for boys
- dark skirt/pants/white shirt combination or dress for girls

### **Grade 4:**

- dress clothes

**NOTE: AIS ELA, AIS MATH, AND RESOURCE ROOM obligations take precedence over chorus, band and orchestra.**



## HOMework

The following time allotments are typical:

Grade	<u>Reading</u>	<u>Homework</u>
3	30 min.	15 min.
4	30 min	20 min. (Math) 20 min. (Spelling, etc.)
5*	30 min.	45 min.

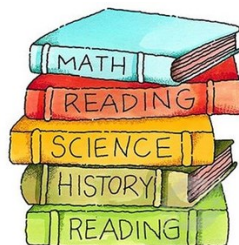
\*Times may vary depending on AIS commitments, music lessons, and work completed in class. Contact the teacher if there seems to be too little/too much homework.

We are always here for you and your child. Do not hesitate to contact your child's teacher or Mrs. LaRosa with questions, concerns or feedback.

*NOTE: Projects are assigned with sufficient lead time, and often, with much of the prep work done in school. Students must budget their time to avoid an unreasonable workload when project deadlines are coupled with homework.*

## HOMework FOR SICK/ABSENT STUDENTS

If you would like homework collected for your son/daughter when sick/absent, please contact the office on the **second day** of absence by 9:30 AM. Assignments will be available at dismissal in the office.



## **CAFETERIA**

### **Breakfast & Lunch Program**

**Pricing (one Breakfast and one Lunch each day will be FREE for the 2024-25 school year). For additional meals the following pricing will apply:**

**Eden Elementary & GLP School: Breakfast - \$ 2.10 Lunch - \$ 2.30**

Menus are found on the district website. If a paper copy is needed, please contact the office, and we will be happy to provide your child with a copy.

Please be sure to complete the Community Eligibility Provision (CEP) Household income form. Completion of this form is requested for all households as it assists your household as well as the District in receiving additional State and Federal funding. All information is kept confidential. If you have additional questions or need assistance completing the application, please contact the Business Office secretary at 992-3613.

Our cafeteria has moved to a cashless system for all snacks and extra items. Parents who want their child to purchase items can prepay via [myschoolbucks.com](https://myschoolbucks.com).

For more information, please call **992-3618**.

## **CAFETERIA BEHAVIOR**

- 1. Manners** – students will use their best dining room manners.
- 2. Talking** – students may talk quietly with their friends. Students will stop talking when the lights are turned off.
- 3. Routine** – students must remain in their seats except when returning trays, lining up to return to class or with the permission of a cafeteria monitor. Cafeteria monitors/teachers will dismiss the children by tables, oversee paper disposal, tray return and clean up.
- 4. Food** – no food may be traded or given away. We are not able to heat up food for students.
- 5. Lining up** – students must wait for the lunch room monitor/teacher to direct them to the tray disposal and walk into line when it is time to line up.



## **REPORT CARDS**

Report cards are issued three times per year. Beginning with the 2022-2023 school year, students in grades kindergarten through grade five will have cohesive standards-based report cards. The standards based report card enables parents to receive accurate and specific information on student's progress. The report card reflects academic progress on key grade level standards. The report puts an emphasis on skills not scores. It also includes reporting around behaviors that impact learning and teacher comments. Reports can be found on the Parent Portal. A call / message will be made when report cards are available. We encourage parents to call with questions.

## **PARENT PORTAL**

Eden Central School District understands that parental access to information is a critical link in guiding and supporting students. The Eden CSD Parent Portal is designed to help you stay up-to-date with your child's academic progress. In this secure site, confidential information about your child is just a click away. Parent Portal is a tool that is integrated into the PowerSchool© Student Information System (SIS) that is specifically developed for parents and students. You can view attendance and print report cards. Students will have their report cards posted in the Parent Portal. If you do not have access to a computer with Internet service, please contact your child's school to arrange for a printed report card.

To use the Eden CSD Parent Portal, you need a computer with internet access. Once the school has created your Parent Portal account, you will receive login information for a parent account and a student account. This information will remain the same through graduation from Eden Middle and High School. To ensure privacy, parents' and students' access to the Parent Portal is password protected and linked only to their account. All data exchanged between the Parent Portal system and the parent's computer is encrypted to further protect the data and ensure privacy.



## **FAMILY INVOLVEMENT & INFORMATION**

Family involvement with school and a child's education is a crucial piece to success. In the Spring of 2019, the Shared Decision Making Team utilized the results of a parent survey to develop the following expectations:

### **Make school a priority by:**

- Supporting school with a positive attitude
- Monitoring your child's progress and attending parent-teacher conferences
- Ensure your child attends school and arrives on time
- Establish a homework routine including a quiet space for studying and reading
- Check homework for completion
- Check the backpack/take-home folder nightly for notes
- Engage in conversations about learning and projects at school
- Establish routines to ensure a good night's rest
- Encourage nutritious choices for breakfast, snack and lunch

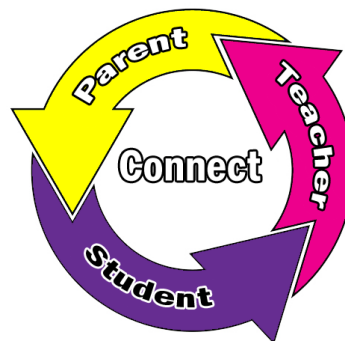
## **SHARED DECISION-MAKING TEAM**

Shared Decision Making is a process in which stakeholders (any person or group with an interest and investment in the success of students, the schools and the educational system) identify issues, develop plans and assess activities designed to maximize student potential and performance.

The Eden Elementary school has a Shared Decision-Making Team which is an integral part of our school. Our team consists of 4 parents, one teacher from every level and the principal. If you are interested in participating or serving on our Team, please contact our PTA President. Please join us in helping your children.

2024-2025 Meeting dates are: 10/8/24 - 11/19/24 - 1/14/24 - 3/11/24

The teams meet at 3:15 in the Eden Elementary Library.



## **HOW CAN PARENTS LEARN MORE ABOUT SCHOOL?**

- **Visit Your School.** Parents are welcome on any day. Please notify individual teachers or the office prior to the day you wish to visit as classroom schedules may change.
- **Attend Open House.** Each grade level has its own Open House. More information will be forthcoming in the monthly newsletter.
- **Attend Parent-Teacher Conferences.** Discuss your child's progress, successes and needs with his/her teacher(s). Call school to schedule an appointment if a conference is desired.
- **Check out edencsd.org. This is one way to communicate important messages to the entire school community.**
- **Look for and read the newsletter from the Principal.** This can be found on the Elementary School website. Put special dates on your family calendar.
- **Browse your child's grade at least once every five weeks via Parent Portal.**
- **Look at your child's report cards via the Parent Portal every 13 weeks.**
- **Join the Parent-Teacher Association.** Please join other parents in their support for our school community. Excellent PTA programs are planned throughout the year. Join the PTA!

## **PARENT INFORMATION NIGHT**

Parent Information Night is held in early September to give parents an opportunity to meet the teacher, see the classroom and learn about curriculum and expectations. This is an excellent opportunity to learn about your child's classroom experience. For individual concerns, parents should contact the teacher directly and make an appointment.

**Parent**  
**Teacher**  
**Conferences**  
**Homework**  
**Communication**  
**Behavior**  
**Teamwork**  
**Grades**  
**Progress**  
**Goals**  
**Achieve**



## PARENT CONFERENCES

All grade level students will have a parent/teacher conference in December. Appointments are scheduled during Open House in September and a notice of the appointment is sent home with students confirming the appointment time several weeks before the conference date. We schedule 20 minute conferences so we ask that you write your necessary questions down ahead of time and to please arrive on time. If more time is necessary, please schedule another conference. The intention of this conference is for parents to gain a more comprehensive understanding of their child's academic and social development.

## PARENT TEACHER ASSOCIATION (PTA)

### **WE NEED YOU!**

Eden Elementary School is fortunate to have an active PTA. Parent volunteers run various activities throughout the year. New members and ideas are always needed. Your annual membership dues make a difference for school programs and children. The \$10.00 PTA membership makes a huge **impact!**

Meetings are typically held at the GLP. Please check the district website for dates and times of the meetings.



## CONCLUSION

Thank you for reading this handbook with your child. We hope you have found it informative and helpful. It is meant to help you better understand what we expect from our students and school community.



## **2024-2025 Eden Elementary Calendar**

### **September 2024**

- 4 - Meet the Teacher 1-2
- 5 - First Day for Students
- 10 - PTA Meeting 6 pm at GLP, Room 2
- 12- Parent Info Night 6 pm
- 27 - Staff Development - Half Day

### **October 2024**

- 2 - Picture Day EE
- 4 - Go Home Early Drill - Dismiss 15 Minutes Early
- 7-11 Fire Prevention Week
- 8 - Shared Decision Making Team - 3:15 pm
- 14 - Columbus Day / Indigenous People Day - NO SCHOOL
- 28-31 - Red Ribbon Week

### **November 2024**

- 5 - NO SCHOOL Superintendents Conference Day
- 8 - Veterans Day Breakfast and Assembly
- 11 - NO SCHOOL - Veteran's Day Observed
- 12 - PTA Meeting 6 pm at GLP, Room 2
- 13- Picture Re-Take Day
- 19 - Shared Decision Making Team - 3:15 pm
- 22 - EE Turkey Trot
- 27-29 - Thanksgiving Recess

### **December 2024**

- 5 - Trimester 1 Ends 1/2 day for students
- 5 - Staff Development - Half Day
- 10 - 5th Grade Concert (Band, Orchestra, Chorus 7pm)
- 12 - K-5 Report Cards on Portal
- 13 - Parent/Teacher Conferences - Half Day
- 17 - Parent/Teacher Conferences - Half Day
- 18 - 5th Grade Concert Snow Day Make Up
- 23 - Jan 1 - Winter Break

### **January 2025**

- 1 - New Year's Day - NO SCHOOL
- 2 - School Resumes
- 7 - PTA Meeting 6 pm at GLP, Room 2
- 11 - All County Auditions @ Depew
- 14 - Shared decision Making Team 3:15 pm
- 20 - Martin Luther King Jr Day - NO SCHOOL
- 29 - Asian Lunar New Year - NO SCHOOL

### **February 2025**

- 17-21 - Mid Winter Break
- 27 - 5th grade Concert

### **March 2025**

- 1 - EE All County Festival
- 11 - Shared Decision Making Tram 3:15 pm
- 11 - PTA Meeting 6 pm at GLP, Room 2
- 12 - Elementary All County Festival
- 14 - Trimester 2 Ends 1/2 day for students
- 14 - Staff Development - Half Day
- 14 - Math Night 6 pm
- 14- All County Rehearsals
- 15 - All County Concert at Kleinhans
- 17 - Superintendent's Day - NO SCHOOL
- 21 - K-5 Report Cards on Portal
- 26 - District Orchestra Concert - Grades 4-12, 7pm

### **April 2025**

- 14-18 - Spring Recess
- 29 - ELA State Assessment (Grades 3-5)
- 30- ELA State Assessment (Grades 3-5)

### **May 2025**

- 1 - 3 – Elementary Musical
- 6 - PTA meeting 6 pm at GLP, Room 2
- 7 - Math State Assessment - Grade 3 - 5
- 8 - Math State Assessment - Grade 3 - 5
- 13 - Science State Assessment - Grade 5
- 15 - Grade 2 Parent Tour of Elementary 9am
- 20 - 5th Grade Concert (Band, Orchestra, Chorus 7pm)
- 22 - 4th Grade Recital 7pm
- 26 - Memorial Day - NO SCHOOL
- 29 - 2nd Grade Visit to Elementary 9am
- 29 - Read-A-Thon, 3:15 pm

### **June 2025**

- 5 - 5th Grade Visit to Middle School
- 9 - 3rd Grade Parent Music Info Night - 7pm
- 10 - PTA Meeting 6 pm at GLP, Room 2
- 13 - Flag Day Ceremony
- 13 - 5th Grade Puberty Presentation
- 17 - Elementary Talent Show
- 18 - Elementary Field Day
- 19 - Juneteenth - NO SCHOOL
- 20 - 5th Grade Movie in Auditorium
- 23 - Trimester 3 Ends 1/2 day for students
- 23 - Staff Development - Half Day
- 24 - 5th Grade Moving Up Day
- 24 - Staff Development - Half Day
- 25 - Staff Development - Half Day - Last Day for Students
- 26 - Staff Development - NO SCHOOL
- 27 - Staff Development - NO SCHOOL
- 30 - K-5 Report Cards on Portal



## **Vision Statement**

**ECSD is a collaborative learning community that embraces the individuality of each student, educating and empowering them to become productive citizens in an ever-changing and diverse society.**