

Eden Elementary School

Family Handbook
2025-2026

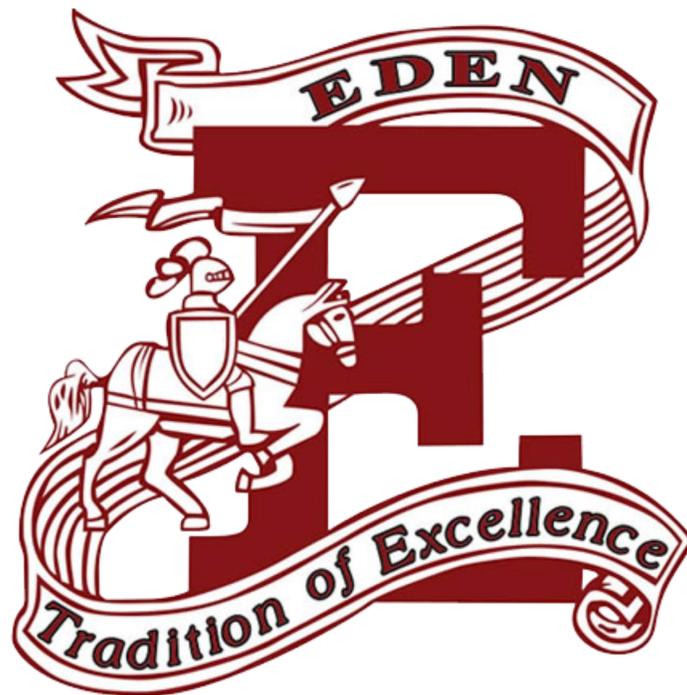
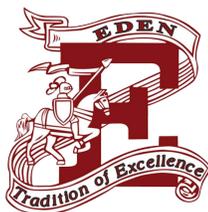


TABLE OF CONTENTS

Welcome	3
Mission & Belief Statements	4
Contact Information	5
Faculty and Staff	6-7
Health Office Information	8
Attendance / School closing Information	9
NYS Immunization Requirements	10-11
Help Your Child Succeed in School	12
Daily Procedures	13-15
School Rules	16-19
Instructional Support Team	20
Field Trips, Band/Orchestra	21
Homework	22
Cafeteria	23
Report Cards & Parent Portal	24
Family Involvement & Information	25
Parent Information Night	26
Resolving Concerns	27
Conclusion	27
2024-2025 Calendar	28-29



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 experience 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.



CONTACT INFORMATION

Eden Elementary

Office992-3610
Nurse992-3611
Kitchen.....992-3618

District Offices

Superintendent.....992-3629
Special Education.....992-3645
Transportation.....992-3633
Food Service992-3623

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

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.

3RD 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 M. Woodard - Ext 4106

5TH GRADE

Ms. Carbone - Ext 4209
Mrs. A. DeMont - Ext 4205
Mrs. L. Felser - Ext 4208
Mrs. S. Gallagher - Ext.4206
Mrs. J. Johnson - Ext 4207
Mrs. A. Lincoln - Ext 4210

4TH 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

MultiAge

Mrs. M. Ross 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. R. Braun - Art Ext 4216
Mr. K. Witman - PE Ext 4147



SUPPORT SERVICES

Mrs. D. Fazzolari - Speech/Language Ext 4224
Mrs. J. Funke - AIS Ext 4213
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. Nicole Baldelli..... Teacher Aide
Miss. Hailey Bonczar Cleaner
Ms. Amanda Chimera Teacher Aide
Mrs. Cheryl Dunmire Teacher Aide
Mrs. Tracy Himes Secretary
Mrs. Kelsey Hunter Teacher Aide
Mrs. Lara Husman..... Cafeteria Monitor
Mr. Kenneth Jock..... Cleaner
Miss. Allyson Keller Teacher Aide
Ms. Susan Miceli Cafeteria Monitor
Mrs. Barbie Palmieri Secretary
Ms. Lisa Postle Secretary
Mrs. Robin Ralph Cleaner
Mrs. Michelle Smith..... Teacher Aide
Mr. Mark Stephens Custodian
Mrs. Jennifer Tomasulo PT
Mrs. Jessica Wallschlaeger OT

PROFESSIONAL STAFF

Mrs. S. Fitzgerald, Guidance Counselor—Ext 7006
Mrs. A. Backert, Psychologist Ext— 7010
Mrs. J. Clark, 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, 1st, 3rd, 5th, 7th, 9th, and 11th 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 2025-2026 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 send a written statement from the attending physician before returning to school.



pre-

- **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 Clark 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.

2025-26 School Year New York State Immunization Requirements for School Entrance/Attendance¹

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 shown on the schedule 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 gradeless 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) ²	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older and the series was started at less than 1 year of age 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 adolescent booster (Tdap) ³	Not applicable		1 dose given after age 10 years	
Polio vaccine (IPV/OPV) ⁴	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older		
Measles, Mumps and Rubella vaccine (MMR) ⁵	1 dose	2 doses		
Hepatitis B vaccine ⁶	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart and between the ages of 11 years through 15 years		
Varicella (Chickenpox) vaccine ⁷	1 dose	2 doses		
Meningococcal conjugate vaccine (MenACWY) ⁸	Not applicable		Grades 7, 8, 9, 10 and 11: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) ⁹	1 to 4 doses	Not applicable		
Pneumococcal Conjugate vaccine (PCV) ¹⁰	1 to 4 doses	Not applicable		

1. Demonstrated serologic evidence of measles, mumps or rubella antibodies or laboratory confirmation of these diseases is acceptable proof of immunity to these diseases. Serologic tests for polio are acceptable proof of immunity only if the test was performed before September 1, 2019, and all three serotypes were positive. A positive blood test for hepatitis B surface antibody is acceptable proof of immunity to hepatitis B. Demonstrated serologic evidence of varicella antibodies, laboratory confirmation of varicella disease or diagnosis by a physician, physician assistant or nurse practitioner that a child has had varicella disease is acceptable proof of immunity to varicella.
- *Serological titers are never accepted for tetanus, diphtheria, pertussis, meningococcal, haemophilus influenzae type b, and pneumococcal diseases.
2. Diphtheria and tetanus toxoids and acellular pertussis (DTaP) vaccine. (Minimum age: 6 weeks)
- Children starting the series on time should receive a 5-dose series of DTaP vaccine at 2 months, 4 months, 6 months, 15 through 18 months and at 4 years or older. The fourth dose may be received as early as age 12 months, provided at least 6 months have elapsed since the third dose. However, the fourth dose of DTaP need not be repeated if it was administered at least 4 months after the third dose of DTaP. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - If the fourth dose of DTaP was administered at 4 years or older, and at least 6 months after dose 3, the fifth (booster) dose of DTaP vaccine is not required.
 - Children 7 years and older who are not fully immunized with the childhood DTaP vaccine series should receive Tdap vaccine as the first dose in the catch-up series; if additional doses are needed, use Td or Tdap vaccine. If the first dose was received before their first birthday, then 4 doses are required, as long as the final dose was received at 4 years or older. If the first dose was received on or after the first birthday, then 3 doses are required, as long as the final dose was received at 4 years or older.
 - [For further information, refer to the CDC Catch-Up Guidance for Children 4 Months through 6 Years of Age.](#)
 - [For further information, refer to the CDC Catch-Up Guidance for Children 7 through 9 Years of Age.](#)
3. Tetanus and diphtheria toxoids and acellular pertussis (Tdap) adolescent booster vaccine. (Minimum age for grades 6 through 11: 10 years; minimum age for grade 12: 7 years).
- Students 11 years or older entering grades 6 through 12 are required to have one dose of Tdap.
 - In addition to the grade 6 through 12 requirement, Tdap may also be given as part of the catch-up series for students 7 years of age and older who are not fully immunized with the childhood DTaP series, as described above. In school year 2025-26, only doses of Tdap given at age 10 years or older will satisfy the Tdap requirement for students in grades 6 through 11; however, doses of Tdap given at age 7 years or older will satisfy the requirement for students in grade 12.
 - Students who are 10 years old in grade 6 and who have not yet received a Tdap vaccine are in compliance until they turn 11 years old.
 - [For further information, refer to the CDC Catch-Up Guidance for Children 10 through 18 Years of Age.](#)
4. Inactivated polio vaccine (IPV) or oral polio vaccine (OPV). (Minimum age: 6 weeks)
- Children starting the series on time should receive a series of IPV at 2 months, 4 months, 6 through 18 months, and at 4 years or older. The final dose in the series must be received on or after the fourth birthday and at least 6 months after the previous dose.
 - For students who received their fourth dose before age 4 and prior to August 7, 2010, 4 doses that are each separated by at least 4 weeks is sufficient.
 - If the third dose of polio vaccine was received at 4 years or older and at least 6 months after the previous dose, the fourth dose of polio vaccine is not required.
 - For children with a record of OPV, only trivalent OPV (tOPV) counts toward New York State school polio vaccine requirements. Doses of OPV given before April 1, 2016, should be counted unless specifically noted as monovalent, bivalent or as given during a poliovirus immunization campaign. Doses of OPV given on or after April 1, 2016, must not be counted.
 - [For further information, refer to the CDC Catch-Up Guidance for Children 4 Months through 17 Years of Age.](#)
5. Measles, mumps, and rubella (MMR) vaccine. (Minimum age: 12 months)
- The first dose of MMR vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - Measles: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - Mumps: One dose is required for pre-kindergarten. Two doses are required for grades kindergarten through 12.
 - Rubella: At least one dose is required for all grades (pre-kindergarten through 12).
6. Hepatitis B vaccine
- Dose 1 may be given at birth or anytime thereafter. Dose 2 must be given at least 4 weeks (28 days) after dose 1. Dose 3 must be at least 8 weeks after dose 2 AND at least 16 weeks after dose 1 AND no earlier than age 24 weeks (when 4 doses are given, substitute "dose 4" for "dose 3" in these calculations).
 - Two doses of adult hepatitis B vaccine (Recombivax) received at least 4 months apart at age 11 through 15 years will meet the requirement.
7. Varicella (chickenpox) vaccine. (Minimum age: 12 months)
- The first dose of varicella vaccine must have been received on or after the first birthday. The second dose must have been received at least 28 days (4 weeks) after the first dose to be considered valid.
 - For children younger than 13 years, the recommended minimum interval between doses is 3 months (if the second dose was administered at least 4 weeks after the first dose, it can be accepted as valid); for persons 13 years and older, the minimum interval between doses is 4 weeks.
8. Meningococcal conjugate ACWY vaccine (MenACWY). (Minimum age for grades 7 through 12: 10 years)
- One dose of meningococcal conjugate vaccine is required for students entering grades 7, 8, 9, 10 and 11.
 - For students in grade 12, if the first dose of meningococcal conjugate vaccine was received at 16 years or older, the second (booster) dose is not required.
 - The second dose must have been received at 16 years or older. The minimum interval between doses is 8 weeks.
9. Haemophilus influenzae type b (Hib) conjugate vaccine. (Minimum age: 6 weeks)
- Children starting the series on time should receive Hib vaccine at 2 months, 4 months, 6 months and at 12 through 15 months. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - If 2 doses of vaccine were received before age 12 months, only 3 doses are required with dose 3 at 12 through 15 months and at least 8 weeks after dose 2.
 - If dose 1 was received at age 12 through 14 months, only 2 doses are required with dose 2 at least 8 weeks after dose 1.
 - If dose 1 was received at 15 months or older, only 1 dose is required.
 - Hib vaccine is not required for children 5 years or older.
 - [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)
10. Pneumococcal conjugate vaccine (PCV). (Minimum age: 6 weeks)
- Children starting the series on time should receive PCV vaccine at 2 months, 4 months, 6 months and at 12 through 15 months*. Children older than 15 months must get caught up according to the ACIP catch-up schedule. The final dose must be received on or after 12 months.
 - Unvaccinated children ages 7 through 11 months are required to receive 2 doses, at least 4 weeks apart, followed by a third dose at 12 through 15 months.
 - Unvaccinated children ages 12 through 23 months are required to receive 2 doses of vaccine at least 8 weeks apart.
 - If one dose of vaccine was received at 24 months or older, no further doses are required.
 - PCV is not required for children 5 years or older.
 - [For further information, refer to the CDC Catch-Up Guidance for Healthy Children 4 Months through 4 Years of Age.](#)
- *Depending on vaccine brand, schedule may change.

For further information, contact:

**New York State Department of Health
Division of Vaccine Excellence
Room 649, Corning Tower ESP
Albany, NY 12237
(518) 473-4437**

**New York City Department of Health and Mental Hygiene
School Compliance Unit, Bureau of Immunization
42-09 28th Street, 5th floor
Long Island City, NY 11101
(347) 396-2433**

New York State Department of Health/Division of Vaccine Excellence
health.ny.gov/immunization



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

DID YOU KNOW?

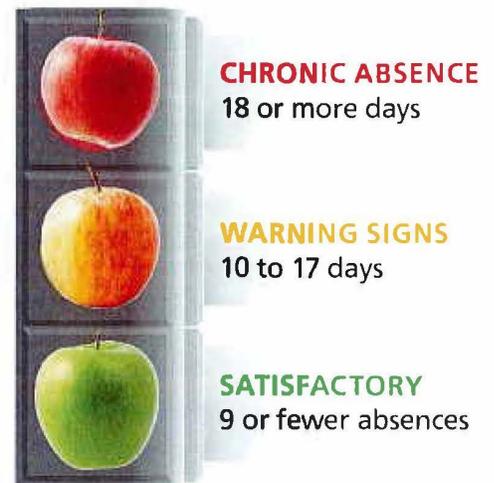
- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just one or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Try to schedule non-urgent related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have a contagious illness, call your school or health care provider for advice.
- If your child must stay home due to illness, ask the teacher for resources and ideas to continue learning at home.

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

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 15th**.

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. ***The only treats/snacks allowed in school must be store bought with a label.***

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:

Respect & Tolerance

Appreciation

Integrity

Determination

Empathy

Responsibility

Self-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 in lockers 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

Rights	Responsibilities
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 (3rd, 4th, 5th grades)
- detention with parental notification (4th, 5th grades)
- double detention with parental notification (4th, 5th 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, Examples: Chess Club, Coding Club, Battle of the Books.(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.

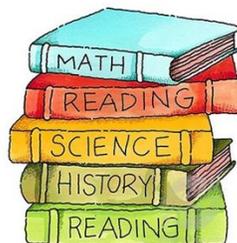
*Times may vary depending on AIS commitments, music lessons, and work completed in class. Contact the teacher if there seems to be too little/too much homework.

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 2025-2026 school year).

For additional meals the following pricing will apply:

Eden Elementary & GLP School: Breakfast - \$ 2.25 Lunch - \$ 2.40

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.

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

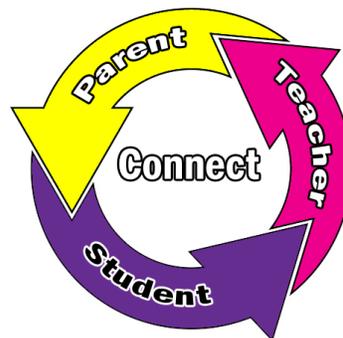
SHARED DECISION-MAKING TEAM

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.

2025-2026 Meeting dates are: 10/7/25 - 11/18/25 - 1/13/26 - 3/10/26

The teams meet at 3:15 in the Eden Elementary Library or Room 211.



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.



2025-2026 Eden Elementary Calendar

September 2025

- 3 - Meet the Teacher 1:00-2:00pm
- 4 - First Day for Students
- 9 - PTA Meeting 6:00 pm at GLP, Room 2
- 11- Parent Info Night 6:00 pm
- 26 - Staff Development - Half Day

October 2025

- 1 - Picture Day EE
- 3 - Go Home Early Drill - Dismiss 15 Minutes Early
- 6-10 Fire Prevention Week
- 7 - Shared Decision Making Team - 3:15 pm
- 13 - Columbus Day / Indigenous People Day - NO SCHOOL
- 27-31 - Red Ribbon Week

November 2025

- 7 - EE Turkey Trot
- 10 - NO SCHOOL Superintendents Conference Day
- 11 - NO SCHOOL - Veteran's Day Observed
- 12 - Veterans Day Breakfast and Assembly
- 13- Picture Re-Take Day
- 14 - EE Turkey Trot - Rain date
- 18 - PTA Meeting 6:00 pm at GLP, Room 2
- 18 - Shared Decision Making Team - 3:15 pm
- 26-28 - Thanksgiving Recess

December 2025

- 5 - Trimester 1 Ends 1/2 day for students
- 5 - Staff Development - Half Day
- 9 - 5th Grade Concert (Band, Orchestra, Chorus 7:00 pm)
- 11 - K-5 Report Cards on Portal
- 12 - Parent/Teacher Conferences - Half Day
- 16 - Parent/Teacher Conferences - Half Day
- 18 - 5th Grade Concert Snow Day Make Up
- 24 - Jan 4 - Winter Break

January 2026

- 1 - New Year's Day - NO SCHOOL
- 5 - School Resumes
- 6 - PTA Meeting 6:00 pm at GLP, Room 2
- 10 - All County Auditions @ Depew
- 13 - Shared decision Making Team 3:15 pm
- 16 - 5th grade Puberty Presentation 2:00 pm
- 19 - Martin Luther King Jr Day - NO SCHOOL
- 30- No School / Superintendent's Conference Day

February 2026

- 11 - Share Your Love Through Reading 6:00-7:30 pm
- 16-20 - Mid Winter Break
- 16 - President's Day

- 17 - Asian Lunar New Year
- 26 - 5th Grade Concert

March 2026

- 2-6 Read Across America
- 10 - Shared Decision Making Team 3:15 pm
- 10 - PTA Meeting 6:00 pm at GLP, Room 2
- 12 - EE Math Night 6:00 pm
- 13 - Trimester 2 Ends 1/2 day for students
- 13 - Staff Development - Half Day
- 14 - Elementary All-County Festival
- 16 - Superintendent's Day - NO SCHOOL
- 20 - K-5 Report Cards on Portal
- 25 - Elementary All County Festival
- 25 - District Orchestra Concert - Grades 4-12, 7:00 pm
- 27 - Elementary All County Rehearsals
- 28 - Elementary All County Concert at Kleinhan's

April 2026

- 3- Good Friday Holiday - No School
- 6-10- Spring Recess - No School
- 13 - School Resumes
- 22 - Science State Assessment - Grade 5
- 25-26 – Elementary Musical
- 28 - ELA State Assessment (Grades 3-5)
- 29- ELA State Assessment (Grades 3-5)

May 2026

- 5 - PTA meeting 6:00 pm at GLP, Room 2
- 5 - Math State Assessment - Grade 3 - 5
- 6 - Math State Assessment - Grade 3 - 5
- 14 - Grade 2 Parent Tour of Elementary 9:00 am
- 19- 5th Grade Concert (Band, Orchestra, Chorus 7:00 pm)
- 21 - 4th Grade Recital 7:00 pm
- 25- Memorial Day - NO SCHOOL
- 28 - 2nd Grade Visit to Elementary 9:00 am

June 2026

- 4 - 5th Grade Visit to Middle School
- 8 - 3rd Grade Parent Music Info Night - 7:00 pm
- 9 - PTA Meeting 6:00 pm at GLP, Room 2
- 15 - Flag Day Ceremony
- 16 - 5th Grade Movie in Auditorium
- 17 - Elementary Talent Show
- 18 - Elementary Field Day
- 19 - Juneteenth - NO SCHOOL
- 24 - Trimester 3 Ends 1/2 day for students
- 24 - Staff Development - Half Day
- 24 - 5th Grade Moving Up Day
- 25 - Staff Development - Half Day - Last Day for Students
- 26 - Staff Development - NO SCHOOL



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.