



KEESEVILLE ELEMENTARY SCHOOL
1825 Main St.
Keeseville, New York 12944
834-2839 ext. 1

Principal, Mr. Kevin Hulbert

Home of the Junior Patriots 2017 - 2018

Student/Parent Handbook

Our Pledge:

“Every student at KES will become a successful member of society and will be afforded the opportunity to be educated in a way that prepares her or him for college”



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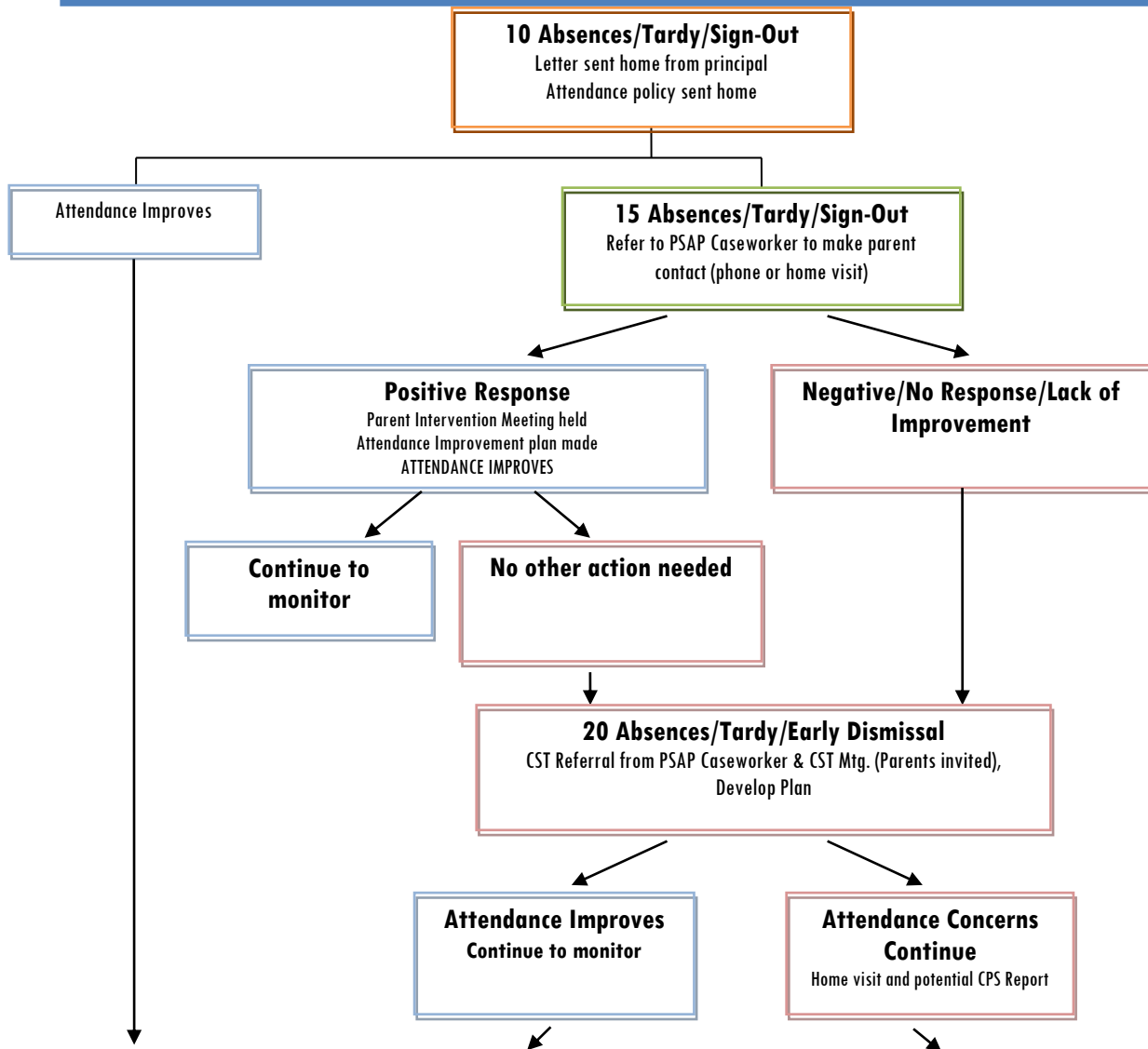
ABSENCES

Whenever your child is absent from school, please call the health office at 834-2854 or 834-2839 ext. 1120 to inform us of your child's absence. An answering machine is available if the nurse is not in. Please let the nurse know if you want your child's homework.

When your child returns to school, please send a note giving the reason for the absence. This note should be given to the child's classroom teacher the day he/she returns to school.

New York law requires that a child attend school every day except for illness. **THE SCHOOL DAY STARTS AT 7:45 AM.** Parents should keep in mind that frequent absences or early dismissals, if not absolutely essential, place an additional burden on the child, for make-up work is never as effective as being in class. Parents are discouraged from removing children from school for the purpose of family vacations as the instructions, continuity, and reinforcement of the basic educational program are interrupted. **A good attendance record has a direct positive effect on students' grades.**

KES Attendance Policy Flowchart



EVERYONE'S GOAL: STUDENT SUCCESS!!

BREAKFAST PRICES

Student Breakfast -- \$ 1.55

Reduced Breakfast -- \$.25

A nutritious lunch is served each day to ensure the proper development of your child's body and mind. In addition, classes may also purchase snack milk or juice. Due to the new dietary guidelines advocating a decrease in overall fat in the menu, peanut butter will no longer be available.

LUNCH PRICES

Student Lunch -- \$2.40

Reduced Lunch -- \$.25

Ice Cream ----- \$.85

White Milk ----- \$.70

Chocolate Milk -- \$.75

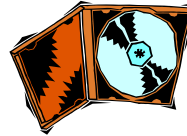
Veggies -----\$.90

Double entrée -- \$1.50

Adult Lunch ---- \$4.00

Each year an application form for the free or reduced breakfast and lunch prices is sent home. To be eligible for the current year, the application form must be filled out and returned to the school office for processing. Failure to complete and return this form would mean that a student would no longer be eligible for free or reduced breakfast and lunch.

Charging a lunch or breakfast is sometimes unavoidable. Please send in the money for the charge as soon as possible. Charging will not be accepted after May 31st.



ELECTRONICS

Video games, CD Players, and collectible other electronic devices should not be seen in school. These items are expensive to purchase. Students frequently lose these items on site, or they become damaged when they are transported between home and school.



FIELD TRIPS

During the year there will be opportunities for groups of students to take educational trips. These trips will be planned to give students chances to meet people, see demonstrations, explore, and visit various locations in relation to their studies. **Notices will be sent home whenever a trip is planned.**

Parental assistance is often needed to help with chaperoning. However, due to limited space on the bus, there are times when we must limit the number of chaperones. **We prefer parents as chaperones. No one under the age of 18 (other than a parent) will be considered for a chaperone. If you are accepted as a chaperone, and you have younger children, please make arrangements to leave them home. SMOKING is never permitted on field trips.**

Students **must** ride the bus to the site. We encourage students to ride the bus back to school; however, students may ride home with their parents. Parents should give the teacher a note indicating this. **NO** student will be allowed to ride home with anyone other than a parent.

Field trips can be an educational experience for students. They should be an outgrowth of classroom study that provides for growth and development.

Students should exhibit an acceptable level of behavior as determined by the teacher involved in the specific trip. If this level of behavior is not met in a satisfactory manner, the principal may require a parent or guardian to accompany the student or deny the opportunity to participate on a particular field trip.



GUIDANCE



Guidance Counselor

Mrs. Linda Goslin
Phone 834-2839 ext. 1107

Au Sable Valley Central School District provides a guidance counselor to meet critical social and personal needs of its student population. Frequently members of our student community experience traumatic events that need to be addressed before the child is able to participate fully in the educational program. In addition to a regular counseling schedule, Mrs. Goslin provides individual and small group counseling, assists in the coordination of the elementary achievement testing program and state assessments, and arranges presentations that impact the total student population.



PSYCHOLOGICAL SERVICES

Committee on Special Education Chairperson

Mrs. Aimee Defayette
Phone 834-2829

Psychological services are available upon request. Depending on the nature of the problem, there may be a waiting list of 4-8 weeks. **Parents can refer children for a variety of reasons: learning problems, poor grades, lack of academic progress, social or behavior problems or family and personal problems.** When a referral is received, an evaluation will be schedule to more fully determine the nature and extent of the problem. There are many different procedures that may be used, ranging from psychological and educational testing to informal interviews with the child or play therapy. Information obtained during evaluations is confidential, unless parents request that the information be shared with others. Parents are always given the opportunity to review evaluation results and recommendations.

Classroom teachers frequently are in the best position to observe developing problems in children. They are often the first ones to suggest a referral to the psychologist. Some parents are surprised or upset to learn that their child has been referred to the psychologist. Parents should know that a psychological evaluation is merely a special process of gathering information about their child in order to help him/her do their best in school. If the problem is beyond the scope of what the school psychologist can offer, referrals to outside agencies or professionals can be made.

If a parent or teacher suspects that a child may have a learning disability that requires special education services, the Committee on Special Education must process the referral. The Committee on Special Education is a team of professionals, including the school psychologist, who are trained to diagnose learning problems and recommend appropriate services. If a child is referred to the Committee on Special Education, the parents will receive a packet of forms and information that will explain the procedures to be followed. No child is evaluated and no changes in program or placement are made without the parents' informed consent.

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HEALTH OFFICE SERVICES



Keeseville Elementary School Nurse

Mrs. Darlene Richards, R.N.
Phone 834-2854, Ext. 1120

When a child becomes ill or is injured during the course of the school day, he/she should report to the Health Office immediately. The school nurse will assess the child's condition and either have the child return to class or notify the parent/guardian to come to school and take the child home. Someone must be available at all times to come to school and pick up the child.

Medications may be dispensed through the health office provided the following requirements have been met:

- Obtain written orders from the physician directing the nurse to give the medication.
- Obtain written consent signed by the parent.
- Bring the medication in the original bottle.
- **The student cannot bring medication to school.** An adult must bring in medication.
- **Please do not send medications in unmarked bottles, envelopes or baggies.**

It is the responsibility of the Health Office to keep current medical records on our students. All children entering school must be immunized against, polio, diphtheria, tetanus, pertussis, hepatitis B, mumps, measles, rubella and varicella. New York State law requires students to have a second measles vaccine before entering kindergarten. **A child who does not have a current immunization record will not be admitted to kindergarten.**

A physical exam is required for all students entering kindergarten, second grade, fourth grade, seventh and tenth grade within 30 days of entrance to school and. Kindergarten students are required to have a complete physical before school begins. ****Mandatory physicals for Grades K, 2, 4, 7 and 10, acceptable if administered not more than 12 months prior to the commencement of the school year in which the examination is required.** If a student has not had a physical exam as indicated, the school physician will examine your child at the District's expense.

The Health Office will provide **basic health screenings for all children** in compliance with state mandates. Screenings will include height, weight, blood pressure, and pulse. Hearing and vision screening for all new entrants within 6 months of admission and annually for Grades 1,3,5,7, & 10. Screenings for scoliosis are required on all students in Grades 5-9.

Should your child receive specific **orders from a physician to avoid (Physical Education/recess)**, please send the doctor's written order to the Health Office. This order should indicate the type of activity the child should avoid, and the length of time that he/she should not participate. Once a student is removed from physical

activities for a medical reason, he/she will not be allowed to resume that activity until we receive notice from the doctor on date to return to PE/recess.

Sometimes infestation with **head lice** occurs among school-aged children. It is the primary responsibility of parents/guardians to periodically examine their children for signs of this condition and notify the Health Office if head lice are found. **Please remember that children cannot be readmitted to school until they are determined to be nit free.** The whole school is checked at various times throughout the year.

Fluoride program: If you would like your child to participate this year, please sign the necessary permission form available from the Health Office. You may withdraw your child at any time. Simply send in a written note asking that the child no longer participate.



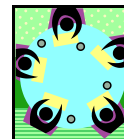
INSTRUCTIONAL MEDIA CENTER

Library Aide

Mrs. Jean Hough
Phone 834-2866

We encourage students to use the Library/Media Center. Classes are scheduled for regular library visits throughout the school year. Students may check out books for a period of two weeks. **All students are responsible for all materials taken from the library in their name.** It is expected that students will replace lost or damaged books.

KEESEVILLE ELEMENTARY SCHOOL FAMILY SCHOOL ASSOCIATION



The K.E.S. F.S.A. is a group of parents who meet on the second Tuesday of each month @ 6:00 PM to plan and implement activities for the entire school community of Keeseville Elementary School. The FSA meets monthly in the Community Room of the Keeseville Elementary School. Parents are urged to join and support the FSA's activities.



LOST AND FOUND

A lost and found area is kept in the cafeteria hallway. If your child has misplaced any clothing items or other personal items ask him/her to check in this area.

MOVING???



Please keep school informed of any change in address or phone number. During the course of the year we may need to contact you by mail or phone. It would be greatly appreciated if you would keep us up to date on any change of address or phone.



PARENT VOLUNTEER COORDINATOR

Mrs. Julie Taylor

Phone 834-2839

AVCS has secured funding through various grants to employ parent volunteer coordinators for each of the three buildings within the school district.



RECESS EXPECTATIONS

Children in Keeseville Elementary School are scheduled a daily recess. This activity takes place on the playground area, weather permitting. Children need to be dressed appropriately for the weather.

Students and parents are reminded that the recess aide/monitor is responsible for the safety of the entire class. Students are expected to follow the recess monitor's directions. Failure to follow an aide/monitor's directions could result in a loss of recess time and/or additional consequences.



SCHOOL CLOSING



In the event that school is closed due to inclement weather, announcements will be made at the earliest possible time. Please listen to any of the following radio stations: WEAV, WIRY, WOKO, WIZN, WXXX . The local television station, Channel 5, WPTZ also carries school-closing announcements on their early news broadcast. Please do not call the school, bus garage, or local district office for cancellation information.

SCHOOL DAY SCHEDULE



- Walkers and students being transported by parents should arrive by 7:45 A.M.
 - **Children will be considered tardy if they arrive after 7:45 A.M.**
 - **An adult must sign in children who enter after 7:45 A.M. at the office before they go to their classroom.**
 - Flag salute and announcements at 8:00 A.M.
 - Attendance and lunch count to the office and cafeteria after announcements.
 - Classes begin at 8:15 A.M.
 - Buses are loaded at 2:05 P.M.
 - Walkers will be dismissed after buses have departed at about 2:07 P.M.
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SPEECH THERAPY

Mrs. Kerri Barber
834-2839 ext. 1146

Each new entrant in the AuSable Valley School District is screened for speech problems. This service provides screening for all kindergarten students as well as other new students who enter our building. **Speech therapy can help all students who exhibit a need for sound discrimination, articulation, and the more handicapping problems involved with verbal communication.** The service provider in this area is Mr. John Tyrell.

STUDENTS' RIGHTS



Students in the Keeseville Elementary School share the following rights:

- The right to be treated with respect and courtesy.
- The right to be safe from bodily injury throughout the building and on the school grounds.
- The right to use schoolbooks, materials, and equipment that are in reasonably good condition.
- The right to keep personal property and school supplies in assigned areas.
- The right to study and learn in an environment, which is neat, clean, and reasonably quiet.
- The right to obtain the best possible education of which you are capable.

EXPECTATIONS FOR STUDENTS' CONDUCT AND BEHAVIOR

We expect students to:

- **be respectful**
- **be responsible**
- **be a team player**
- **be safe**

HOW PARENTS CAN HELP CHILDREN SUCCEED IN SCHOOL

Children need home support and direction to succeed in school. You can help your child by trying to incorporate some of the following suggestions into your daily routines:

- **Keep your child healthy!** Good health and attendance are essential to learning. It is difficult for a child to catch up after being out of school.
- **Set a regular bedtime for your child and stick to it.** Children require a lot of sleep. A child who is tired is frequently distracted and finds it difficult to work.
- **Talk to your children.** Encourage them to discuss their day and what they learned. Dinnertime can be a great sharing time for the family.
- **Praise your child's accomplishments.** Praise reinforces learning.
- **Limit the time your child sits in front of the television.** Watching television is a very passive activity. Try to select positive shows that you can enjoy with your child.
- **Read to and with your child.** Children follow your example. If you enjoy a book or a magazine your child will want to emulate you. The more a child reads, the better he/she becomes at the skill.
- **Schedule a homework/study time on a regular basis.** Set aside the same time each evening to work with your child. Your interest in his/her schoolwork will motivate your child. Ask your children to keep an assignment pad and bring it home each day.
- **Be positive about the child's work, teacher, and school.** Your child takes you as an authority.
- **Stay in touch with your child's teacher.** Inquire about your child's progress. Attend ten-week report card conferences.
- **Every child is unique!** Never compare your child to other children (including brothers and sisters).
- **If problems arise during the school year, consult your child's teacher promptly.** Misunderstandings seem to magnify over time.

TRANSPORTATION



Director of Student Transportation

Mr. Dean Lincoln
Phone 834-2851

It is the goal of the AuSable Valley Central School District to provide safe transportation to and from school everyday that school is in session for all students in Keeseville Elementary School. Each child is assigned a

bus that will deliver him/her to and from home **UNLESS** a parent fills out an **alternate transportation form** (for delivery to a babysitter's on a regular basis).

Should an occasion occur **when your child will not be transported home, a parent/caregiver must send a note in with the child explaining where the child is to be transported.** This note will be sent to the office so that the school secretary can make the appropriate arrangements with the bus garage. **If your child does not bring a note to school, he/she will be sent to the destination on file.**

Please review the following rules and regulations with your child. Students are under the authority of the driver of the school bus while being transported to and from school. The lives of the students and driver are at stake, and no conduct can be tolerated that might jeopardize safe travel. **Any serious infraction of bus rules can lead to suspension of bus privileges.**

BUS RULES AND REGULATIONS

BE SAFE:

Students are not permitted to eat or drink on the bus.

- Students will remain back from the roadway while awaiting the arrival of a bus.
- Students will not fight or throw things while waiting at the bus stop.
- Students walking to their bus stop should face traffic.
- Students must not attempt to board the bus until it has come to a full stop.
- Students should take their seats and remain seated until it is time to leave the bus.
- Students should sit on the seat facing the front of the bus.
- Students must not extend hands, arms, or heads through the bus windows.
- Nothing is to be thrown off the bus.
- Students must not leave the bus on the way to school or home without the permission of the bus driver.
- No student will be allowed to ride on any bus other than the one to which he/she is assigned without written permission from the parent/guardian.
- Physical violence of any kind will not be tolerated.

BE RESPONSIBLE:

- Students must be on time for the bus, but should not arrive at the bus stop more than 10 minutes before the bus is expected.
- No litter is to be left on the bus.

BE A TEAM PLAYER:

- Talking must be in conversational tones so all students can enjoy the bus ride.
- Older students should assist younger students when entering or exiting the bus when necessary.

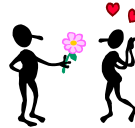
BE RESPECTFUL:

- Talking must not include vulgar language.
- Inappropriate gestures will not be tolerated.
- Defacing or damaging the bus is not permitted.

NON-BUS RIDERS

We have established a bus loading and unloading zone in front of the main entrance. **Please do not park your car in front of the main entrance.** Only children riding the buses should enter or depart through the main entrance. Children who are being dropped off and picked up by their parents should enter the building at the east end of the building near the gym.

Children who walk to school should plan to arrive by 7:45 A.M. There is no supervision before 7:25 A.M.



VISITORS

We love visitors at Keeseville Elementary School! Please feel free to stop in the school as the need arises. We only ask that you **stop at the main office and sign in and pick up a visitor's badge.** For security purposes, anyone in the building or on the school grounds without a Visitor's Badge will be instructed to report to the office to obtain one.

If you wish to speak to a teacher, please make an appointment beforehand so that instructional time will not be interrupted.



WEBSITE

Website Coordinator: Julie Taylor

Check out our website at www.avcs.org to find out the latest news for AuSable Valley Central School.

Goal Statement:

The staff at Keeseville Elementary School, in partnership with the community and families, will educate and inspire students to reach their full potential.

Pledge:

Every student at KES will become a successful member of society and will be afforded the opportunity to be educated in a way that prepares her or him for college.