



**HANDBOOK &
OTHER RESOURCES**

**2011-2012 School Year
Grades 4—6**

Part I: Academy Benefits

Houses

Each classroom has been designated with a specific House name. The purpose for each House is to create a team atmosphere within the classroom.

House Competitions

Throughout the year there will be various House competitions. Some of these competitions will be based on whole house challenges and some will be based on individual challenges. These competitions are intended to promote cooperation within the individual Houses and to motivate academic achievement. These challenges are meant to be both fun and educational.

Merit System

Academy students will be given both individual and House merits. Merits will be given for proper conduct, organization, and academic achievement. Merits will be awarded for conduct during class time, transitions, specials, and lunch time.

Student of the Month

Each month one student will be recognized from the Academy. The Student of the Month will be recognized based on a predetermined character trait. The character trait will be announced at the beginning of each month.

Student of Distinction

Each month one student will be recognized from the Academy. The Student of Distinction will be recognized based on a combination of academic achievement, correct conduct, growth, and going above and beyond the normal demands of the classroom.

Part II: Academy Procedures

Communication

1. Every 5-weeks a progress report will go home.
2. Phone extensions and emails are listed in the staff directory located at the back of this handbook.
3. A calendar of academic and activity plans will be sent home at the end of each week.

Lockers

Periodic locker inspections will be conducted and merits awarded for good organization. Organizational skills will be taught and emphasized by all teachers throughout the year.

Materials per Subject

Grade 4: Students will be expected to bring two sharpened pencils and the student's agenda book. Homework will be expected to be handed in to the designated area. All remaining materials will be kept in the classroom.

Grade 5: Students will be expected to bring two sharpened pencils and the student's agenda book. Homework will be expected to be handed in to the designated area. Additionally, fifth graders will be expected to bring all science and social studies materials to class. Math and English materials will be kept in the classroom.

Grade 6: Students will be expected to bring all materials to each class including two sharpened pencils and the student's agenda book. Homework will be expected to be handed in to the designated area.

Switching Classes

Students will be supervised when switching from class to class to ease any student apprehension and to ensure proper guidance.

Part III: Policies

Agenda Books

Students in Grades 4 and 5 will be required to fill out and have agendas signed by each teacher. Students in Grade 6 will be expected to fill out the agenda, but students will not be required to have the agenda signed by the teachers unless otherwise specified by a teacher and/or parent.

Bathroom & Drinks

Students will be permitted to go to the bathroom and get drinks in between core academic subjects unless an emergency occurs or otherwise stated in a child's behavior modification plan / IEP.

Extra Credit

Extra credit may be given at the discretion of each teacher and will only be considered if the child has demonstrated consistent effort in his or her area of difficulty. Extra credit will not be given to take the place of assignments that were not completed.

Grading

1. Passing grades for the Academy is 65%.
2. 50% will be comprised of Tests/Projects.
3. 50% will be comprised of all other graded work.
4. The lowest grade per subject per quarter (excluding tests/projects) will be dropped before calculating the course average.
5. Different subjects are weighted differently. For example, classes that are not held daily do not receive as much weight. Spelling is not given as much weight as the core subjects. The following are considered core subjects and are weighted the most when calculating the overall average:
 - Reading, English, Mathematics, Science, Social Studies
6. Overall averages per class per quarter are rounded to the nearest whole number.
7. Overall averages are rounded to the nearest hundredth as per National Regulations regarding Honor Roll.
8. Honor Roll = 85.00% to 89.99%
9. High Honor Roll = 90.00% to 100.00%

Homework

1. Due dates will be assigned and homework is expected to be handed-in on the date indicated. Consequences for late homework will be outlined by the individual teacher.
2. Extensions will be granted for absences and other extenuating circumstances at the discretion of the subject teacher.
3. A student should expect to receive daily homework assignments.
4. Each student will be expected to read a grade-level appropriate Accelerated Reader chapter book per month.
5. According to the National Education Association (NEA):
 - “The National PTA recommendations fall in line with general guidelines suggested by researcher Harris Cooper: 10-20 minutes per night in the first grade, and an additional 10 minutes per grade level thereafter (e.g., 20 minutes for second grade, 120 minutes for twelfth).” <http://www.nea.org/tools/16938.htm>
 - Grade 4, 40 minutes; Grade 5, 50 minutes; Grade 6, 60 minutes
 - These times are devoted to homework with no distractions.
6. Tips for making homework as painless as possible:
 - Have a set time for doing homework assignments and studying for tests.
 - Provide a place that has adequate lighting and is free from distractions. Common distractions include television, iPods, gaming, cell phones, siblings, among others.
 - Have all necessary materials available.
 - The time necessary for homework completion differs from student to student. Teachers, students, and parents should work together to ensure that students are not regularly spending significant more or less time completing homework.

Promotion / Retention

A student may be in danger of being retained if he or she fails two or more core subjects and/or does not maintain an overall average of 65.00%. A discussion between parents and Academy teachers will be held prior to a final decision regarding placement for the following year.

Disclaimer

Unless specifically stated in the Academy Handbook, all other policies will follow the Willsboro Central School Handbook.

Part IV: Reminders

Important Dates

Academy Open HouseSeptember 1 at 6:00pm
First Day of School.....September 6
School Gala.....September 14 at 5:30pm
Parent/Teacher Conferences November 10 by apt.
Academy Celebration TBA
High School Graduation June 22 at 7:00pm

Elementary Half Days

Dismissal at 11:30am

- September 30
- October 31
- January 26

Conference Days

No school for students

- September 1
- September 2
- November 10
- March 16

School Not in Session

- September 5 (Labor Day)
- October 10 (Columbus Day)
- November 10 (Veterans Day)
- November 23—25 (Thanksgiving)
- December 22—January 2 (Holiday Break)
- January 16 (Martin Luther King Jr. Day)
- February 20—24 (Winter Break)
- April 6—13 (Spring Break)
- May 28 (Memorial Day)

June Half Days

- June 13—June 15; dismissal at 12:15pm
- June 18—June 21; dismissal at 12:15pm
- June 22; dismissal at 9:00am

Progress Report Schedule

<u>Marking Period</u>	<u>Sent Home</u>
5 Weeks	September 30
10 Weeks	November 4
15 Weeks	December 9
20 Weeks	January 20
25 Weeks	February 17
30 Weeks	March 30
35 Weeks	May 4
40 Weeks	June 8

NYS Testing Schedule

Grades 4-6 ELA Test.....	TBA
Grades 4-6 Math Test	TBA
Grade 4 Science-Performance	TBA
Grade 4 Science-Written	TBA

Part V: Routine

Morning Bell Schedule

Period 1	8:00—8:55
Period 2	9:00—9:40
Period 3	9:45—10:35
Period 4	10:40—11:30

Lunch

Grade 6 Lunch	11:30—11:55
Grade 5 Lunch	11:35—12:00
Grade 4 Lunch	11:40—12:05

Afternoon Schedule

Each grade level's afternoon schedule is different.

- Grades 4-6: reading, AIS, and studyhall
- Grade 4: recess and special
- Grade 5: recess and special
- Grade 6: two specials

Specials for Grades 4 and 5 include:

- Art, Computers, Library, Music, and Physical Education

Specials for Grade 6 include:

- Art, French, Health, Home & Careers, Music, Physical Education, Spanish, and Technology

Part VI: Resources

Edline

Edline is an online website used by Willsboro Central School teachers, parents, and students. Parents and students can view grades, course descriptions, important documents, important dates, communicate with teachers and so much more! Edline is a valuable resource for you, your child, and your child's teachers as a communication tool as he or she moves through our school system.

- Students entering fourth grade will have information sent home to assist parents in setting up their accounts.
- Edline may be used by all teachers from Grade 4 through Grade 12.
- If you do not have an account or are have questions, contact Brian White at *bwhite@willsborocsd.org*.
- *www.edline.net*

Pearson Success

Pearson Success is an online website where parents can access their child's textbooks in reading, math, and science in addition to accessing other beneficial resources and tools to use at home.

- You and your child will need to set up an account. Passwords will be distributed at the Academy Open House in September.
- *www.pearsonsuccessnet.com*

Willsboro Central School Website

Our school website provides a calendar of school events, contact information, important websites including Edline and Pearson Success, among other invaluable features. Check it out!

- *www.willsborocsd.org*

Part VII: Directory

Superintendent

Stephen Broadwell

- 963-4456 x204; sbroadwell@willsborocsd.org

School Counselor

Chris Ford

- 963-4456 x210; chrisford@willsborocsd.org

Grade 6

Tara Valachovic

- 963-4456 x353; tvalachovic@willsborocsd.org

Grade 5

Andrew Lee

- 963-4456 x354; alee@willsborocsd.org

Grade 4

Laura Bridge

- 963-4456 x351; lbridge@willsborocsd.org

Derrick A. Hopkins

- 963-4456 x252; dhopkins@willsborocsd.org

AIS

Robin Blanchard

- 963-4456 x370; rblanchard@willsborocsd.org

Sheree Ford

- 963-4456 X369; sford@willsborocsd.org

Mark Schiesser

- 963-4456 x371; mschiesser@willsborocsd.org

Art

Elizabeth Bonfante-Belois

- 963-4456 x322; ebelois@willsborocsd.org

Computers

Brian White

- 963-4456 x396; *bwhite@willsborocsd.org*

French

Marie Blatchley

- 963-4456 x392; *mblatchley@willsborocsd.org*

Library

Marilyn Trienens

- 963-4456 x214; *mtrienen@willsborocsd.org*

Music

Jennifer Moore

- 963-4456 x321; *jmoore@willsborocsd.org*

Physical Education

Dawn Bronson

- 963-4456 x318; *dbronson@willsborocsd.org*

Michael Douglass

- 963-4456 x317; *mdouglass@willsborocsd.org*

Spanish

Francesca Duso

- 963-4456 x391; *fduso@willsborocsd.org*

Special Education

Wendi Cahill

- 963-4456 x390; *wcahill@willsborocsd.org*

Theresa Farney

- 963-4456 x366; *tfarney@willsborocsd.org*

Jennifer Leibeck

- 963-4456 x357; *jleibeck@willsborocsd.org*

Technology

Rob LePage

- 963-4456 x320; *rlpage@willsborocsd.org*

*“Continuity
gives us roots.*

*Change
gives us branches,
letting us stretch
and grow
and reach new heights.”*

~Pauline R. Kezer

