



Dear Students and Families,

Welcome to the 2021-2022 school year! We look forward to working together with you to make the school year a success! Organization is important! Students will need to bring their planners to school and reference them at home for important information.

Reading continues to be the primary focus in the elementary school. Plan to set aside 20 minutes in your family's daily routine to read to your child, read with your child, listen to your child read, and/or maintain an independent reading time.

Students, please remember our three school rules:

- Be Safe.
- Be Respectful.
- Be Responsible.

Using your planner as a tool to keep you organized will help you be a responsible student. In addition, we request that parents review the Student Handbook with your child. There is a place to provide your signatures on the first page. We look forward to another great year!

Sincerely,

Jolene Emhof
Intermediate School Principal (Grades 3-5)

Jeffrey Morris
Primary School Principal (Grades UPK-2)

“Alone we can do so little, together we can do so much.”

-Helen Keller

Elementary Office Personnel

Jeffrey Morris, Primary School Principal (Grades UPK-2)

Jolene Emhof, Intermediate School Principal (Grades 3-5)

Sandy Whitehead, Clerk

Danielle Lindholm, Typist

Cheryl White, Typist

Telephone Numbers

Main Office	674-7336 or 674-7340
Health Office	674-7389 or 674-7338
Transportation	674-9765
After School Plus (after 3 pm)	674-7373
After School Plus (prior to 3 pm)	674-7336
Cafeteria	674-7363

School Hours

School hours are 8:00 am to 3 pm. Please do not send your child to school prior to 8:00 am.

Breakfast is available for all students during an extended homeroom beginning at 8:00 am.

Visitor Policy

Please note that visitors will be limited due to current safety protocols. Parents/guardians are not permitted to eat lunch with their children. All visits during the school day must be approved by the Principal. If permitted, visitors are expected to be role models for our students. Appropriate dress, language, and behavior is required. We appreciate your support in demonstrating school rules.

Parking and Building Access

The parent pick up and drop off area is at the south end of the building. Parents may drop off their children in the mornings between 7:50 am and 8:15 am. Please drop your child off and pick them up in the circle without getting out of your car. If you wish to get out, park your car in a designated spot. Do not pull around cars in the circle unless an adult supervising this area checks to make sure the area is clear and waves you by. Refrain from using your cell phone during this time, as we all need to focus on student safety. After 8:15 am, students must use the main entrance. The parent pick up door will be locked at 8:15 am.

All visitors must sign in and out at the Main Office. When you sign in, you will receive a sticker pass. Wear this sticker so that it is visible at all times. When you bring your child to school after homeroom or need to pick him/her up early, you must sign your child in and out in the Main Office. If there are health concerns, the nurse will be called to the Main Office to discuss the issue.

Visitors may park in areas designated with a visitor parking sign. Parking is also available at the front circle between 8:30 am and 2:30 pm. If your car is in the circle later than 2:30, you may be blocked in by buses! Please observe the No Parking areas, including the Fire Lane in the front circle. Tickets may be issued by local law enforcement.

Let's work together to make S-E Elementary a safe environment for our children!

Attendance

When a child has been absent, a note indicating the reason for the absence is requested upon his/her return to school. This note must be signed by a parent or guardian.

Attendance is strongly linked to academic success! Attendance will be taken daily whether in-person or in the event we are virtual. Your child's teacher will require tasks to be completed to be counted as "present" on virtual days. If your child is chronically absent, we will contact you to work out a resolution to the issue. If absences continue, you will be called to schedule a meeting with the administration to address attendance concerns.

Cafeteria

Breakfast	8:00 am to 8:30 am	Cost: FREE
Lunch	Scheduled by grade level	Cost: FREE

This year, we were fortunate to receive a grant to support free breakfast and lunch for all of our students. Applications for the Free Lunch program need to be completed yearly in order to support this grant. If you have any questions or concerns, please contact Kathy Corey in the cafeteria at 674-7363.

Emergency School Closings and Delays

Our local radio and television stations will broadcast this information. Please be alert for possible school closings due to snow, ice, widespread flooding, or other inclement weather. In addition, the primary number you provide on your child's student information sheet will receive a call from our automated phone system. **Make sure your contact information remains current in order to receive this call.**

Radio Stations

Norwich	WCHN AM 970, WKXZ FM 94
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TV Stations

Syracuse	WSTM, WTVH, WYST, YNN
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Utica	WKTV
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Transportation

- Students in grades K-12 may be required to walk up to one-half (.5) mile to school or to a designated bus stop. The morning pick up point need not be the same as the afternoon point, but **transportation pick up and drop off points MUST be the same every day.**
- Any changes to a child's regular bus routine must be discussed with personnel in the Main Office. Consistent bus routines help ensure the safety of our children.

Transportation Safety

1. Be sure your child is ready when the bus arrives and is at the bus stop, not waiting in the house. If your child isn't riding the bus on a particular day, please wave the bus on.
2. Have your child use a backpack or tote bag to carry papers, books, etc. to and from school.
3. **DO NOT ALLOW** large, bulky articles to be taken to school by the student. Students have difficulty handling these items and space on the bus is limited. Glass containers and pets are not permitted on the buses.
4. Please keep your pets restrained as the bus arrives.
5. Please instruct your child to go directly to the house after exiting the bus in the afternoon. **DO NOT** let your child go to the mailbox or wait out by the bus when it is leaving, as this can be a dangerous area.
6. **MORNING:** If your children need to cross the road to get to their bus, instruct them to wait at the end of the driveway (back 15 feet from the end) until the bus stops, flashing red lights are on, and the bus driver signals your child to cross.
7. It is very important that every parent or guardian work with us on instructing the children on the proper way to cross a road. Teach them to walk in front of the bus until they can see their bus driver's face (10 feet or more), **STOP**, wait for the bus driver's signal before starting to cross, look both ways, and then cross. Students should walk. If you want to meet your children as they get off the bus, please meet them where the bus drops them off. The excitement of seeing you may make for an unsafe crossing.
8. We ask that the children keep noise to a reasonable level, so that the bus driver can hear the hazards of the road, other vehicles' horns, trains at railroad crossings, and emergency sirens.
9. Emergency evacuation drills will be given by school instructors three times per year. These drills will include instruction in safely crossing the road.



It is against the law to pass a stopped school bus with flashing lights. This includes buses stopped on school grounds.



Health Screenings

The New York State Education Department (NYSED) provides guidance for health screenings. Please note the following list of requirements:

- **Health examinations** (a physical) will now be required for new entrants, UPK or K students, and thereafter in 1st, 3rd, 5th, 7th, 9th, and 11th grades. This exam may be performed by your child's primary health care provider or here at school at the School- Based Health Center (SBHC). As in the past, a health history form will be sent to parents/guardians when the physical is due. *A copy of the exam must be on file in the Health Office.*
- A **dental certificate** will also be sent with the health history for new entrants, UPK or K students, and in 1st, 3rd, 5th, 7th, 9th, and 11th grades. A dental exam is recommended, but not required by NYSED.
- **Hearing screenings** will be done by the school nurse in the Health Office for new entrants, UPK or kindergarten students, and in 1st, 3rd, 5th, 7th, and 11th grades.
- **Vision screenings**, to include near vision and distance acuity will be done for for new entrants, UPK or kindergarten students, and in 1st, 3rd, 5th, 7th, and 11th grades. A color perception screening will be done on all new entering students.
- **Scoliosis screenings** will be done for all female students in 5th and 7th grades and male students in 9th grade, if not indicated on their health certificate.

All screening results will be documented in the students' medical charts. If it is determined that your child is in need of a professional examination for any of the above, a written referral will be sent to you. Hearing and vision screenings may be done at any time deemed necessary.

If you have any questions or concerns regarding the above procedures, please contact:

Peg Jessup, RN, Elementary School Nurse, 674-7389

Bassett School-Based Health Center

We have a School-based Health Center on campus. The Center is staffed by a Certified Nurse Practitioner, however, the Nurse Practitioner can only see your child if you have signed up for the Center. If you have not filled out forms and wish to participate in the Center, you may request forms from the Main Office or Health Office in any of the school buildings.

Health Office Guidelines

If your child is absent, please call the Health Office to let us know. We make calls to follow up absences, and your communication is greatly appreciated.

If your child is being treated for a contagious disease, such as strep throat or pink eye, he/she must be on prescribed medication for 24 hours before returning to school.

If your child has an injury or illness that prevents him or her from participating in Physical Education, we may excuse the child for one day. If the child will be unable to participate for more than one day, a note from the child's physician will be needed. Physical Education is a state-required course.

Children go out for recess in Grades K through 5 unless there is inclement weather, such as rain or extreme cold. Please send your child prepared every day. Children need a coat, snow pants, boots, mittens and hat. If you need help providing these items, please contact the Health Office.

If your child has head lice, you will need to follow the instructions for treatment and cleaning procedures. Your child will need to report to the Health Office upon returning to school for a recheck. If you detect head lice on your child at home, please notify the Health Office immediately. We will then check the child's classmates.

If a child is to receive medication at school, state guidelines must be followed for prescription AND over the counter medications. The parent or guardian must bring medication to the Health Office. All medication must be in the original, labeled container and administered through the Health Office. ***Children ARE NOT to carry medication in school. Please DO NOT send medications with children or bus drivers.*** Written medication orders are required from the doctor and written permission is required from a parent or guardian. A second properly labeled container is necessary for medications transported on field trips.

Health Office Guidelines

When to keep your child home:

- Your child has a fever greater than 100.0°orally, including a fever that requires control with medication, like Tylenol. Children must be fever-free for 24 hours, without medication, before returning to school.
- Your child is extremely tired or still has symptoms from an illness, such as vomiting and/or diarrhea.
- Your child has a significant cough that makes him/her feel uncomfortable or disrupts others.
- Your child has a sore throat that is severe, accompanied by a fever and/or not feeling well, and persists longer than 48 hours, OR after known exposure to a confirmed case of Streptococcal throat infection.
- Your child has honey-crusted sores around the nose or mouth or a rash on other body parts that might be impetigo; OR a rash in various stages including boils, sores and bumps that may be chicken pox; OR a significant rash accompanied by other symptoms of illness such as fever, and/or red, runny eyes, that distract the child from learning.
- Your child has a large amount of discolored nasal discharge, especially if accompanied by facial pain or headache.
- Your child has severe ear pain or drainage from the ear.
- Your child has a severe headache, especially if accompanied by fever.
- Your child has any condition that you think may be serious or contagious to others.

When in doubt, please consult with the Health Office at 674-7389 or 674-7338.

Lost and Found

Please mark all clothing, boots, and other belongings clearly with your child's name. Parents are asked to check the lost and found racks in the lobby for any lost articles. We are not responsible for lost or stolen items. For this reason, valuable items should be left at home. This includes electronics and toys.

Parent Involvement

Parents and teachers of elementary students have organized a Parent-Teacher Organization. This group of dedicated members supports our school by hosting events, such as a carnival, and making purchases of needed items. If you would like more information, please call the Main Office or visit their Facebook page (Sherburne Earlville PTO).

Related Services

At S-E, we believe in supporting our students' overall health and progress. A dedicated school counselor and school social worker will be available in both the Primary and Intermediate Buildings. Bassett Healthcare services are also available within the building. Please call the Main Office to be connected to a counselor or 674-8417 to reach the Bassett Healthcare School-Based Health Center.

Smoke-free Campus

All the buildings and grounds of the district are smoke free environments. This includes parking areas and athletic fields.

Questions or Concerns

If you have questions or concerns with your child's educational program, please contact the Main Office to be connected to his/her teacher. Keep in mind that teachers are often not available while students are in school. Office staff members will take your name and number and the nature of your concern. Your child's teacher will return your call as soon as possible. You may also choose to contact your child's teacher via Seesaw. If you still have questions, please contact Ms. Emhof or Mr. Morris.

Supporting Academic Success at Home

- Read with your child. This is one of the most important things a parent can do to ensure a child's academic success. Obtain a library card from a local library and check out books with your children.
- Limit screen time. Supervise children while they are watching television or using electronic devices and discuss the content with them.
- Create flash cards to accompany what students are learning in school – letter and color recognition, numbers, math facts, vocabulary words, etc.
- Have your child help you in your kitchen. Activities such as following recipes, measuring ingredients, and preparing food strengthen math skills and health awareness.
- Begin a story and have your child finish it.
- Have your child identify coins from change received at the store.
- Write notes to your child.
- Have your child write or dictate letters and thank-you notes to friends and relatives.

Homework Guidelines

Homework is assigned for the purpose of practice, preparation and extension. It is an opportunity for students to review learned material and for parents to be involved in their children's education. A parent's interest can spark enthusiasm in a child and help model positive learning experiences.

Homework requirements vary by grade level. Each student, however, is encouraged to spend **20 minutes per day engaged in reading**. Additional homework, on average, is about 5 minutes per grade level. If homework is taking your child more time to complete, please contact your child's teacher.

Our School Rules

Be Safe.	Be Respectful.	Be Responsible.
<i>What does this look like?</i>	<i>What does this look like?</i>	<i>What does this look like?</i>

Anti-bullying Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that someone is being bullied, we will tell an adult at school and an adult at home.

Expectations for Behavior

BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
In All Settings		
<ul style="list-style-type: none"> ● Keep hands, feet and body to yourself. ● Pick up after self. 	<ul style="list-style-type: none"> ● Treat others the way you want to be treated. ● Use kind words and actions. 	<ul style="list-style-type: none"> ● Be on task ● Keep our school clean. ● Do your best.
Upon Arrival		
<ul style="list-style-type: none"> ● Stay in supervised areas. ● Stay in your own space. ● Walk. 	<ul style="list-style-type: none"> ● Be on time. ● Listen to and follow directions of adults. 	<ul style="list-style-type: none"> ● Be in class line by 8:00 am. ● Wait calmly for your teacher.
In Cafeteria and Lunch Line		
<ul style="list-style-type: none"> ● Keep your hands, feet and body to yourself. ● Pick up after yourself. ● Remain seated until excused. ● Walk to and from the playground. 	<ul style="list-style-type: none"> ● Practice good table manners. ● Eat your own food. ● Keep food on your tray or wrapping ● Use normal talking voice. 	<ul style="list-style-type: none"> ● Keep your area clean. ● Put trash in trashcans.
On the Playground		
<ul style="list-style-type: none"> ● Use equipment properly. ● Follow all equipment rules. ● Walk to your line when whistle blows. 	<ul style="list-style-type: none"> ● Play by the school rules. ● Be a good sport. ● Include others. ● Share equipment. ● Wait your turn. 	<ul style="list-style-type: none"> ● Put equipment back in place. ● Pick up all personal items.
During Assemblies		
<ul style="list-style-type: none"> ● Keep hands, feet and body to yourself. ● Watch your teacher for directions. 	<ul style="list-style-type: none"> ● Stand quietly or sit flat on the floor. ● Listen and watch with voices/hands off. ● Use appropriate applause. ● Congratulate and acknowledge people. 	<ul style="list-style-type: none"> ● Sit in one spot in your assigned classroom area.
At Dismissal		
<ul style="list-style-type: none"> ● Stay with teacher and walk in line. ● When dismissed, walk calmly on the pavement to the bus. 	<ul style="list-style-type: none"> ● Follow all staff directions. 	<ul style="list-style-type: none"> ● Gather all of your belongings before leaving class. ● Go directly to the bus.
On the Bus		
<ul style="list-style-type: none"> ● Sit and stay in assigned seat as soon as you board the bus. ● Use quiet whisper voice. ● Sit appropriately. ● Follow the driver's directions at all times. 	<ul style="list-style-type: none"> ● Keep the bus clean. ● Keep food and drink in your backpack. ● Be kind to the bus driver, students and staff. ● Use quiet voice. 	<ul style="list-style-type: none"> ● Watch for your stop. ● Leave bus with all belongings. ● Follow directions given by the adult.
In the Halls		
<ul style="list-style-type: none"> ● Walk in the halls. ● Walk on the stairs. ● Keep hands and feet to self. 	<ul style="list-style-type: none"> ● If you drop it, pick it up. ● Use a quiet voice. 	<ul style="list-style-type: none"> ● If you drop it, pick it up.

Electronic Devices/Cell Phones

Students are not allowed to use any type of personal electronic devices with photographic, audio, video, internet, and/or text messaging capability during the school day. **These devices must be turned off and put away during the day.** Parents who need to contact their children during the school day should do so by calling the Main Office at 674-7336. Please do not call or text your child on his/her personal device during the school day. In addition, the school is not responsible for lost, stolen, or damaged items.

Discipline Procedures

In most instances, children who break school rules are disciplined by their teacher. Teachers will contact parents when they are concerned with a student's behavior. At times, however, students who continually break rules or commit a serious offense are referred to the office.

If a child is referred to the office for disciplinary action, an attempt is made to gather all available information regarding the situation. This may involve discussions with other students and/or staff.

If formal discipline is necessary, it will be handled in accordance with the bylaws regarding the Code of Conduct developed as part of Project S.A.V.E. This code will be described on the following pages.

Consequences at the Elementary Level routinely consist of:

- Verbal or written warning
- Removal from an activity
- Restitution
- Recess and/or lunch detention
- After school detention
- Alternative Instruction
- Suspension

When student behavior warrants an office referral, parents will be notified.

Code of Conduct

Note: The following policies were enacted in accordance with Project SAVE (Safe Schools Against Violence in Education) legislation. We have included excerpts from the Code of Conduct for your reference. If you would like a copy of the Code of Conduct in its entirety, you may obtain one from the school office.

STUDENT RESPONSIBILITIES

All SECS D students have the responsibility to:

- Contribute to maintaining a safe and orderly learning environment that is conducive to learning and show respect to other persons and to property.
- Be familiar with and abide by all SECS D policies, rules, and regulations dealing with student conduct.
- Attend classes every scheduled day and period unless legally excused, and be on time and prepared to learn.
- Work to the best of their ability in all academic and extracurricular pursuits, and strive toward their highest level of achievement possible.
- React to direction given by teachers, administrators, and other SECS D personnel in a respectful, positive manner.
- Work to develop mechanisms to control their anger.
- Ask questions when they do not understand.
- Seek help in solving problems that might lead to discipline.
- Dress appropriately for school and SECS D functions.
- Accept responsibilities for their actions.
- Conduct themselves as representatives of SECS D when participating in or attending SECS D sponsored extracurricular events, and hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- Notify a teacher or school official if they have knowledge of any student being harassed or abused.
- Tell a responsible adult if they have knowledge of any planned violence.

ESSENTIAL PARTNERS IN EDUCATION - PARENTS

All parents are expected to:

- Ensure their children attend school regularly and on time.
- Ensure that all legal absences are accompanied by written excuses.
- Ensure that their children are dressed and groomed in a manner consistent with the student dress code.
- Help their children learn and understand SECSO rules.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Ensure homework assignments are completed.
- Initiate contact with teachers, counselors, and officials as a way to resolve problems.

OFFENSES: A student shall be subject to disciplinary action in relation to the following:

Alcohol Violation	Arson/Fire
Bomb Threat/False Alarm	Bullying
Bus Misbehavior	Cheating/Academic Dishonesty
Computer/Electronic Communication Misuse	Cutting class
Disrespect toward Others	Disruption – Classroom
Disruption – School Environment	Disruptive Item, Possession of
Driving/Parking Violation	Drug Violation
Failure to serve assigned consequences	Fighting
Fireworks/Explosives	Forgery
Gambling	Hands On/Physical Contact
Harassment/Hate Speech	Hazing
Indecent Exposure	Insubordination
Intimidation	Leaving school grounds w/o permission
Loitering	Lookout
Physical Attack	Profanity
Public Display of Affection	Reckless Endangerment
Repeatedly Disruptive Conduct	Sexual Harassment
Sexual Misconduct	Skateboards/Scooters/Rollerblades
Tardiness	Theft
Threat to staff, student, or other person	Tobacco violation
Truancy	Vandalism/Destruction of Property
Weapons possession	Unauthorized Area

DRESS CODE:

Attention to personal cleanliness and appropriate dress for SECS D programs is expected. Teachers and all other SECS D personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting. A student's clothing, jewelry, grooming, and appearance shall be safe, appropriate and not interfere with the educational process.

- A. Ensure that underwear is completely covered with outer clothing.
- B. Exclude brief garments such as short shirts (no portion of the midriff will be exposed at any time), tube tops, halter-tops, plunging necklines (front and/or back), short shorts and short skirts, etc.
- C. Include footwear at all times. Footwear determined by school officials to be a safety hazard will not be allowed.
- D. Exclude the wearing of outdoor clothing (coats, vests, etc.)
- E. Exclude head dressings, including, but not limited to hats, hoods, bandanas (worn other than a headband), visors, sunglasses, etc. Exemptions can be made according to religious/medical need.
- F. Exclude "weapon jewelry", spikes, dog chains, choke chains, chains that hang from belts or pockets, or other such things worn on the body that could injure oneself or others.
- G. Exclude items which school personnel determine to be vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender/ gender identity/expression, sexual orientation, or disability.
- H. Exclude the endorsement of alcohol, tobacco, or illegal drugs and/or the encouragement of other illegal or violent activities.
- I. Exclude electronic devices. For specific details, please see the electronic devices section in this handbook. We do not recommend that these items be brought to school, and SECS D will not be responsible for their theft or damage.
- J. Exclude the carrying of backpacks, string bags and/or anything but a small purse during the school day. These items will be stored in students' personal storage during the school day, with the exception being for medical need or carrying items to and from PE class.
- K. Swimwear must be appropriate and not cause a distraction.

Each building principal or his or her designee will be responsible for informing all students and their parents of any revisions to the dress code made during the school year.

Students who violate the dress code will be required to modify their appearance by covering or removing the offending item, and possibly replacing it with an acceptable item. Any student who refuses to do so will be subject to discipline.

Other Important Information:

The following information is provided below for you to review with your child and help them understand.

Kindergarten Trick Words

a	and	are	as	be
by	do	for	from	has
have	he	his	I	is
me	my	of	one	or
she	the	they	to	was
we	you			

First Grade Trick Words

a	about	also	and	another
any	are	as	be	been
being	between	by	called	come
could	day	do	does	down
each	first	for	friend	from
good	has	have	he	her
here	his	how	I	into
is	little	look	many	may
me	month	Mr.	Mrs.	my
new	none	nothing	now	number
of	one	or	other	our
out	over	own	people	put
said	say	says	see	she
should	some	the	their	there
they	to	too	try	two
very	want	was	water	way
we	were	what	when	where
who	why	word	work	would
write	you	your		

Second Grade Trick Words

again	against	always	America	animal
answer	August	away	beautiful	both
bought	breakfast	brother	brought	carry
change	city	country	couple	cousin
daughter	December	different	done	early
earth	eight	enough	every	family
father	favorite	February	full	goes
great	head	house	January	July
knew	know	large	laugh	learn
lose	Monday	mother	move	night
ocean	often	once	only	picture
piece	place	please	pretty	pull
ready	right	Saturday	school	shall
something	son	special	sure	talk
thought	Thursday	together	tomorrow	trouble
Tuesday	use	used	walk	Wednesday
whose	won	world	young	








My Name:

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Third Grade Sound Alike Words (Homophones)

right write	know no
which witch	son sun
some sum	banned band
guest guessed	missed mist
plain plane	mail male
mind mined	find fined
weather whether	father farther
hi high	by buy bye
oh owe	flour flower
thrown throne	principal principle
wear where	wait weight
week weak	meet meat
heard herd	berry bury
warn worn	lead led
break brake	sail sale
pail pale	it's its
there their they're	cell sell
peace piece	cent scent
scene seen	knew new
knight night	knows nose
stationary stationery	eight ate
straight strait	side sighed

My signature:

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Hundreds Chart

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Multiplication Chart

X	0	1	2	3	4	5	6	7	8	9	10	11	12
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	1	2	3	4	5	6	7	8	9	10	11	12
2	0	2	4	6	8	10	12	14	16	18	20	22	24
3	0	3	6	9	12	15	18	21	24	27	30	33	36
4	0	4	8	12	16	20	24	28	32	36	40	44	48
5	0	5	10	15	20	25	30	35	40	45	50	55	60
6	0	6	12	18	24	30	36	42	48	54	60	66	72
7	0	7	14	21	28	35	42	49	56	63	70	77	84
8	0	8	16	24	32	40	48	56	64	72	80	88	96
9	0	9	18	27	36	45	54	63	72	81	90	99	108
10	0	10	20	30	40	50	60	70	80	90	100	110	120
11	0	11	22	33	44	55	66	77	88	99	110	121	132
12	0	12	24	36	48	60	72	84	96	108	120	132	144