

Homer Elementary School

Handbook for Parents



Homer Elementary School
P. O. Box 500
7 Central Park Place
Homer, New York 13077-0500
School Phone: 607-749-1250
www.homercentral.org

Homer Elementary School

Handbook for Students and Parents

SYMBOL: TROJAN

School Colors: Blue and White

Dear Parents/Guardians:

It is my pleasure work with you and your child as the new Principal of Homer Elementary School. The teachers and staff all join me in saying that we are happy to have you as part of the Homer Elementary School Community.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interests of the child.

Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers.

Please feel free to contact the school with any questions you may have concerning the material included in the handbook.

Sincerely,

Mr. Michael J. Falls, Principal

Vision Statement

The Homer Central School District shall be an institution that provides a challenging and rewarding educational opportunity for the children of its district to become productive citizens in tomorrow's world. Instruction will be conducted in a manner to foster PRIDE among students and faculty. We will strive to incorporate modern technological advancements in instruction as well as administration of the district and to make financial resources available to maintain and improve buildings and grounds, which showcases the community's pride. We are committed to engage the public through communication to ensure that the needs of the community are being met.

School Calendar 2011-2012

Sept 5.....	Labor Day (no school)
Sept 6.....	Staff Development Day
Sept 7.....	Opening Day of School for Students
Oct 7.....	Early Release Dismissal Drill
Oct 10.....	Columbus Day (no school)
Oct 11.....	Staff Development Day (no school)
Nov 11.....	Veteran's Day (no school)
Nov 18.....	Parent Conferences (no school)
Nov 23-25.....	Thanksgiving Recess
Dec 26-Jan 2.....	Holiday Recess
Jan 1.....	New Years Day (no school)
Jan 3.....	Classes Resume
Jan 16.....	Martin Luther King Day (no school)
Jan 24-27.....	Regents (gr. 9-12)
Jan 31.....	Staff Curriculum Session (1/2 day school)
Feb 20.....	Presidents Day (no school)
Feb 20-24.....	Spring Break (no school)
March 21.....	Staff Curriculum Session (1/2 day school)
April 6.....	Staff Curriculum Session (1/2 day school)
April 16-20.....	Spring Recess (no school)
May 28.....	Memorial Day (no school)
June 13-21.....	Regents Exams (High School)
June 21.....	Last Day for Students

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Directory

Homer Elementary School

Principal (Mr. Michael Falls).....749-1250
Office (Ms. Sue Downes) 749-1250
Nurse (Mrs. Susan Rosato)749-1252

Other Schools in Homer District

Homer Intermediate School

Mrs. Stephanie Falls749-1240

Homer Junior High

Mr. Tom Turck749-1230

Homer High School

Mr. Doug VanEtten /Karen Lang.....749-7246

Hartnett Elementary School

Ms. Amanda McKenna842-6216

Central Administration and Support Services

District Office749-7241

Ms. Nancy Ruscio, Superintendent

Mr. Russ Hearton, Director of Business and Finance

Athletic Office749-1213

Mr. Mike Carboine,

Director of Physical Education and Athletics

Building & Grounds.....749-1234

Mr. Laird Updyke,

Superintendent of Buildings and Grounds

Cafeteria Office.....749-1216

Mrs. Wendy Swift, School Lunch Manager

Office of Evaluation and Instruction.....749-1206

Mrs. Linda Llewellyn,

Director of Instruction and Evaluation

Special Education Office749-1226

Dr. Richard Passigli,

Administrator for Special Education

Transportation Office..... 749-1221/749-3873

Mr. Chuck Paquette,

Transportation Supervisor

Homer Central School

Board of Education

Mrs. Kimberly Sharp842-6074

President

6725 Hights Golf Rd.

Cortland, New York 13045

Mrs. Sonia Apker.....740-6026

Vice President

4717 Sweeney Road

Cortland, NY 13045

Mrs. Nicole Albro-Sprouse.842-6669

3920 Bells Mills Road

Truxton, New York 13158

Mrs. Linda Battin.....753-9705

4016 Collegeview Drive

Cortland, NY 13045

Mr. Luke Morenus.....749-5259

Limerick Lane

Homer, NY 13077

Mr. Scott Ochs.....756-8143

4489 Cosmos Hill Rd

Cortland, NY 13045

Mr. Bill Pedrick.....753-6357

263 Route 13

Cortland, NY 13045

Mr. David Quinlan.....749-2265

25 Grove St.

Homer, New York 13077

Mr. Martin Sweeney.....749-7120

21 Brentwood Drive

Homer, NY 13077

Homer Elementary School

Faculty And Staff

Mr. Michael Falls..... Principal

Office

Ms. Susan DownesSecretary

Support Staff

Dr. Seth Aldrich Psychologist

Mrs. Wendy Duell Speech

Mrs. Linda Priest Speech

Mrs. Barbara Barnes.....Social Worker

Mrs. Susan Rosato..... School Nurse

Mrs. Karen Cole.....School Nurse

Mr. Matt Hartl Occupational Therapist

Mrs. Melanie Ensign.....Maintenance

Kindergarten

Mr. Mark Bertram

Mrs. Julie Burhans

Mrs. Toby Clark

Mrs. Jennie Guy

Mrs. Shari Powers

Mrs. Kelly Reppenhagen

Mrs. Cathy Warren

Grade 1

Mrs. Jamie Douglass

Mrs. Karyn Freshwater

Ms. Kimberly McPartland

Ms. Suzanne Parmiter

Ms. Marcia Smith

Mrs. Judy Taylor

Mrs. Susan Urban

Grade 2

Mrs. Carol Alexander

Mrs. Jennifer Berthelot

Mr. John Edelman

Mrs. Deborah Nelson

Mr. Tim Robideau

Ms. Pam Tuttle

Mrs. Calley Wood

Special Area Teachers

Mrs. Michelle Combs Music

Mrs. Allison Cook Physical Education

Mr. Mark Ferrito Physical Education

Ms. Jessica Tarry Art

Mrs. Margaret Little..... Librarian

Mrs. Nancy McLaughlin..... Reading Kindergarten

Mrs. Mary Frankel.....Reading Grade 1

Mrs. Anastasia Heyer.....Reading Grade 2

Special Education

Mrs. Beth Hubbard Kindergarten

Mrs. Cynthia Robideau Grade 1

Ms. Mary Kate Haumesser Grade 2

Mrs. Ann Currie..... BOCES Teacher

Teacher Aides / Assistants

Ms. Donna Burgess

Ms. Megan Cole

Mrs. Pam Cotogno (BOCES)

Mrs. Tammy Dowdle

Mrs. Jacky Fahey

Mrs. Julie Ferro

Mrs. Valerie Holcomb

Mrs. Janie Hughes

Mrs. Pam Judd (BOCES)

Mrs. Margie Larkin

Mrs. Susan Leary (BOCES)

Mr. Marc Mauzy

Mrs. Sandy Niederhofer

Mrs. Carlotta Perrigo

Ms. Erica Scheu

Mrs. Linda St. John

Mrs. Debbie Walter

Mrs. Sherri Williams

Daily Information

School Day

8:30Students may enter building
8:50Students should be in classrooms
8:55Announcements
11:30—1:40Lunches
2:55Walker Bell
3:101st Bussers dismissed
3:152nd Bussers dismissed
3:253rd Bussers dismissed

Emergency School Closings

When schools are closed because of weather conditions or other emergencies, early morning announcements will be made over the following radio and television stations:

Television stations run continuous scrolls indicating districts that are closed.

Radio: WKRT (920 AM), WHEN (620 AM), WSYR (570 AM), WHCU (870 AM), WSEN (92.1FM), WSKG (91.1 FM), WXHC (101.5 FM), WTKO (1470 AM), WNTQ (93.1 FM)

Television: WSYR (Channel 9), WSTM (Channel 3), WTVH (Channel 5), Time Warner News Channel 10

On certain occasions, emergency conditions such as impending storms, etc., may necessitate dismissal of students before regular school closing time. In such event, efforts will be made to have the emergency closing announced on the radio and television stations listed above.

Arrival and Dismissal

- School starts at 8:55 am. Doors open at 8:30 am.
- Children are not to be in the lobby before 8:30 unless accompanied by an adult.
- Children **MAY NOT** be here before 8:30 since there is no supervision.

- Both the Homer Children's Center (next door) and the YWCA (at HES) offer Before and After School Programs.
- Arriving by 8:40-8:50 allows children to eat breakfast and get ready for the day.
- When bringing a child to school, you must park on Main St. or Cayuga St. and walk in since the street in front of the school is closed from 8-9 am and 2:30-3:30 pm. No parking is allowed in front of the school. We have been allowed to park in the no parking area out front if you come during the day to pick up a child or drop something off and will only be here for a very short time.
- Dismissal for walkers and children being picked up is at 2:55 pm. Our buses arrive in three runs after these children have been dismissed.

Home/School Communications

A strong home/school relationship is vital to help ensure the academic/social-emotional success of your child. At Homer Elementary School, we attempt to maintain an open line of communication by using the following method:

1. weekly newsletters
2. Telephone calls, notes home, e-mail
3. Parent-teacher conferences
4. District website

Each staff member has regular access to e-mail, which can be an effective mechanism to maintain regular dialogue between teachers and families. To locate your child's teacher e-mail, please go to the Homer District Website at www.homercentral.org, click on the Homer Elementary School page and find our staff directory icon. Teachers are expected to respond to any e-mail within 24 hours. **Please do not ask teachers to e-mail confidential information.**

Home/School Communications

Report Cards

Report cards are sent home every ten weeks. Parent conferences are held in November for every student. You must attend the conference in order to obtain your child's report card. Conferences may also be held at other times during the year if the teacher feels that there is a need.

We find that the more communication between school and home, the better the understanding we have of our students. Teachers are also available for conferences at your request.

Visitor Policy/Parent Sign In

Any person entering the building during school hours must report to the Elementary office to sign in and receive a visitor's pass. *All visitors must show photo identification.* It is expected that school personnel will question anyone seen in the building without a visitor's pass. To ensure the safety of students and staff all doors to the building except the main entrance are locked.

Absences

Daily attendance at school is extremely important to a child's educational progress. Although we do not want children coming to school ill, we do wish to have them here every day that it is physically possible. Sometimes children want to stay home with a sibling, to watch TV, or to go shopping with mom. A policy of keeping your child in bed with a few toys and no TV may help you to avoid this problem. If your child is going to be absent, we ask that you call the nurse's office and let them know. For reasons of safety, we call the family of any child who is absent. If you have already called us, we will not need to make a phone call to your household. You may leave a message at any time after-hours on the nurse's voice mail, indicating that your child will not be coming to school.

State law requires a written excuse when a child returns to school after being absent. The date of the absence, the child's name, and the reason for the absence must be in the note. This note must be signed by the parent/guardian of the child. In accordance with NYS law, the following are legal reasons for absences:

1. Personal illness
2. Illness or death in family
3. Remedial health treatment (doctor, dentist etc.)
4. Required court appearance
5. Religious observance
6. Approved music lessons
7. Impassable roads or weather

Please make sure that we know if your child has had any communicable diseases such as chicken pox, strep throat, impetigo, etc. so that we may watch other children for evidence of the same.

Changing Dismissal Plans

A child goes home as usual unless we have a written note. The office should be notified of all transportation changes. The note should indicate who is picking the child up, what bus they will take, an okay from the bus garage to insure there is room on the bus, and to what house they are going.

Appointments

- A. Send in a note indicating when you will be picking up your child, date, time and why.
- B. Your child gives the note to the teacher.
- C. Your child will be sent to the nurse's office with his/her attendance card.
- D. You will come to the main office to pick up your child and sign them out. We will call them down from the nurse's office.
- E. If your child is returning that day, you bring them to the main office and sign them in. We will send them to the nurse's office to pick up their attendance card and return to their classroom.

Tardiness

- A. A child arriving after 8:55 must be signed in at the main office. Then he/she reports directly to the nurse's office.
- B. The child needs a note giving the reason for the tardiness signed by the parent or guardian.
- C. The nurse will tell your child where their classroom is depending on the arrival time.

A child who is not in the room at the beginning of the day will miss the morning directions

given by the teacher. The class would then be disrupted when the teacher had to repeat the directions for anyone who was late. Please be sure your child is here on time.

An excessive number of absences or tardiness is a form of educational neglect. This information will be passed on to the proper authorities.

Parent Organizations

Parent-Teacher Organization (PTO)

Our parent group is known as the PTO (Parent-Teacher Organization). The PTO supports projects in our building for the benefit of our students such as the following:

- PTO parents help children find their rooms on the first day of school.
- RIF—Reading is Fundamental—This was supported by a federal grant which was matched by the PTO. Last year we were funded by a grant from Macy's and the PTO. This money enables the students to have a free, new book anywhere from one to three times each year. Without PTO support, this wouldn't be possible.
- Book Fair—quality books at reasonable prices are offered once each year. Parents are invited to come to our Family Event and choose books or children are allowed to go and purchase books during a schedule class time during the week.
- Classroom t-shirts—children draw their portraits which are placed on a class t-shirt. These are available for purchase at a reasonable price. There is no obligation but there is a minimum order per classroom.
- Box Tops for Education—Box Tops are collected by the PTO and turned in for money to support PTO projects.

Site Based Team

Our school has a Site Based Team which meets monthly. The team is made up of parents, teachers, support staff, and the principal. If possible, a community member is also included. We plan events to support the goals of the year and discuss school issues. If you have a concern that you wish to be brought to the team's attention please contact the school office and let them know.

Bill of Rights and Responsibilities

A. STUDENT RIGHTS

Homer Central School is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all Homer Central School students have the right to:

1. A safe, healthy, orderly, and civil learning environment.
2. Take part in all Homer Central School activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation, or disability.
3. Present their version of the relevant events to Homer Central School staff authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access to Homer Central School rules, and when necessary, to receive an explanation of those rules from Homer Central School staff.

B. STUDENT RESPONSIBILITIES

All Homer Central School students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property. This includes the use of appropriate language at all times.
2. Be familiar with and abide by all Homer Central School policies, rules, and regulations dealing with student conduct.
3. Attend classes every scheduled day unless legally excused, to be on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React to direction given by Homer Central School staff in a respectful, positive manner.

6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for class and Homer Central School functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School sponsored extracurricular events and to hold themselves to the highest standards of conduct.
12. Report potentially hazardous situations to a staff even if done anonymously.

C. RESPONSIBILITIES OF THE PARENTS

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of parents and the educational community.
2. Send their child to educational programs ready to participate and learn.
3. Ensure their child attends class regularly, on time, and that absences are for legal reasons.
4. Build good relationships with other parents and their child's friends.
5. Insist their child be dressed and groomed in a manner consistent with the student dress code.
6. Help their child understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment. Demonstrate civility and the use of appropriate language at all times.
7. Know Homer Central School rules and help their child understand them.
8. Convey to their child a supportive attitude toward education and Homer Central School.

9. Enhance relationships with teachers and administrators by participating in school functions such as open house and parent-teachers conferences.
10. Help their child deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Report potentially hazardous situations to a staff member even if done anonymously.
14. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School-sponsored extracurricular events and to hold themselves to the highest standards of conduct.



Student Discipline Code

Halls

- Walk in the halls
- Quiet voices only
- Keep hands by your sides and your feet on the floor
- Respect other people's property (pictures, books, locker)
- When passing in the halls as a class, no talking, or very quiet voices
- Help keep walls and floors clean
- Obscene or impolite language will not be tolerated anywhere in the school

Entering The Building

- Children will enter from the front door only
- Children are to go directly to their classrooms
- Hats are not to be worn inside the building unless children are getting ready to leave for recess or to go home at the end of the day

Exiting The Building

- Children should meet friends, siblings at the door or may meet a younger sibling at their classroom if they feel that the child will have a difficult time finding his/her way out of the building
- All students will exit via the front door
- Walkers should leave the building when the bell rings and should not be wandering in the halls

Bus Runs

- Use only the front door when leaving for your bus
- First bus run children will be dismissed from their classrooms
- Second and third bus run children from two classes will be gathered together in a classroom under the supervision of an aide and will be dismissed as the bells ring for their bus run

Rules For Safe Playtime

Use of Equipment Outside

- Slide—walk up steps forward, slide down the slide on your bottom
- Swing—sit in the swing on your bottom, wait for the swing to stop before getting off. No spinning on swing
- The playground Big Toy equipment is used for exercising. You should keep moving so that everyone has a chance to enjoy the equipment. If you want to sit and talk, you should go to another part of the playground, such as the benches, to do so
- Track glide—no more than one person at a time on it
- Tire swing—when you use the tire swing, your feet must be inside the tire

Behavior

- No tackle or knock down games. We do not approve of violence or fighting, real or make believe
- Do not take or play games with other students' clothing
- Sticks, stones, gravel, snow, or snowballs are not to be picked up and thrown
- We expect appropriate language at all times
- No one may leave the playground without permission or a written pass from the office
- Follow the directions of the teacher or monitor on duty
- When the whistle/bell is heard, cease all activity and wait for directions or if it is the end of recess, line up

Student Discipline Codes, cont.

Cafeteria

In Line

- Wait your turn
- Keep your hands and feet to yourself
- You may not return to the classroom for forgotten money

At the Tables

- Touch only items that belong to you
- Leave extra clothes, paper hats made in art, etc. in your room
- Lunch boxes should be quiet at all times
- Make certain that you have used the bathroom before lunch!
- Raise your hand if you need something
- Remain in your seat until your table has been told to clean up
- Use your indoor voices
- Face the table, with your feet under the table at all times

Clean-Up

- You will throw away all your garbage when your table is called
- When cleaning up, please check the table and floor for any loose paper so that everything is picked up
- Silverware is to be put in the basket on the table, papers in the garbage, trays dumped, hand in tray at the window

Pick Up

- Classes will line up when their teacher or another adult has asked them to do so

Rules For Pupils On Buses

- Be ready when the bus arrives
- You must not leave your seat while the bus is moving
- Remain seated until bus stops at your destination
- Do not eat or drink on the bus
- Report immediately to your bus at dismissal. If you are riding another bus home you need to have a note signed by your parent. (Make sure that it is not a full bus.)
- Occupy seat assigned by the driver
- Heads and arms are not to be outside the windows
- Swearing and other vile language must not be used
- The use of tobacco and liquor is forbidden
- Quarreling, fighting, or rough play is not acceptable
- Loud speaking annoys the driver and cannot be tolerated
- Obey the bus driver gladly, he/she is doing his/her best for you
- Please help your bus driver to keep your bus neat and do your part to make his/her driving safe
- Bus drivers will report problems to the principals who may deny the student(s) the privilege of riding on the bus
- Walk ten feet beyond the bumper when crossing in front of the bus; STOP in line with the driver and wait for signal to cross; CHECK both ways for traffic, CROSS directly across and keep checking both ways for traffic
- Students must be 15 feet away from the bus before it can move.

Student Discipline Code, cont.

Students are expected to know and obey the school rules that are listed generally here and more specifically below.

1. RESPECT THE RIGHTS OF OTHERS.
2. MEET ALL YOUR ACADEMIC RESPONSIBILITIES.
3. SOMETHING IS WRONG IF IT HURTS SOMEBODY ELSE; IT HURTS YOU, OR IT DAMAGES OR DESTROYS PROPERTY.

The disciplinary action taken for the following and similar acts of misbehavior depends upon the student's past record of behavior and the severity of the act. Discipline is generally progressive, and will be handled through a range of penalties. A student will be disciplined if he/she engages in conduct judged to be:

1. Disorderly Conduct

- i.e. intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, by
- a. fighting or engaging in violent behavior;
 - b. making unreasonable noise;
 - c. using abusive or obscene language or gestures;
 - d. obstructing vehicular or pedestrian traffic; or
 - e. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose.

2. Bullying and Harassment

Bullying and/or Harassment of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board of Education shall require the prohibition of bullying - along with the range of possible intervention activities and/or sanctions for such misconduct - to be included in the *District Code of Conduct* for all grade levels.

For purposes of this policy, the term "bullying" among children is defined, in general, as: "a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful."

Bullying can take three forms:

- a) Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- b) Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- c) Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The District also prohibits "Internet bullying" (also referred to as "cyber-bullying") including the use of instant messaging, e-mail, web sites, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute "bullying" (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

3. Insubordination

i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employee in charge of the student.

4. Endangering the safety, morals, and health or welfare of others by any act, including but not limited to:

- a. Selling, using or possessing alcohol, drugs, tobacco, or controlled substance or drug paraphernalia;
- b. Selling, using or possessing weapons, fireworks, or other dangerous instruments or contraband (as defined by the administration);
- c. Selling, using or possessing obscene materials;
- d. Using profane, vulgar or abusive language (including ethnic slurs);
- e. Possessing, smoking, or using smokeless tobacco;
- f. Gambling;
- g. Hazing; or Engaging in lewd behavior.

5. Engaging in academic misconduct including:

- a. Lateness for, missing or leaving school or class without permission or excuse;
- b. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test taker, and other forms of unauthorized collusion);
- c. Plagiarism

6. Committing theft or vandalism of school property.

The school district has the legal authority to bring suit in a civil court to recover damages. It is the Board of Education's desire that student discipline be progressive, as well as depend upon the nature of the violation. For instance, a student's first violation should merit a lighter penalty than subsequent violations. All factors will be taken into consideration when determining the penalty.

These and other appropriate penalties may be imposed for violations of the student disciplinary code; a penalty may be imposed alone or in combination:

- 1. teacher/student conference to discuss what is the expected behavior or plan of action
- 2. verbal warning or reprimand
- 3. written warning
- 4. written notification to parents and/or parent conference
- 5. counseling
- 6. referral to the school psychologist for counseling or testing and/or possible referral to the Committee on Special Education

- 7. probation
- 8. lunch, recess, or after school detention
- 9. suspension from transportation
- 10. suspension from athletic participation
- 11. suspension from social or extracurricular activities
- 12. suspension of other privileges
- 13. in-school suspension
- 14. suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent, Program Directors, and the Building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended from a class. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate action. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

Policies

Visitor

ALL VISITORS MUST REPORT TO THE MAIN OFFICE, sign in, and indicate where they will be going. An appointment should have been made with the teacher in advance. The teachers are not available to talk after the bell at 8:30 or until 3:30 in the afternoon unless you have a scheduled time set up. Our expectation is that the teachers are greeting students and getting ready for the beginning of the day or having closure for the end of the day at those times. If you have an appointment scheduled, we will have you sign in and give you a visitor's pass to wear while you are in the building. If you do not have your tag displayed, you may be stopped by a staff member and asked to report to the office to sign in. At the conclusion of your visit, you need to sign out in the main office. If we have an emergency, our sign-in sheets are taken out with us so that we can tell any emergency personnel what visitors have not been accounted for and may still be in the building. We do not allow parents to walk children to their classroom.

Threats of Violence In School

The Homer Central School District is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel, and/or school property will not be tolerated.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, and District policies and regulations.

The District reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the District as a result of the threats or acts of violence in the schools.

The policy will be enforced in accordance with applicable laws and regulations. Additionally, this policy will be disseminated, as appropriate, to students, staff, and parents and will be available to the general public upon request.

Sexual Harassment

Sexual harassment is unwelcome sexual behavior that makes a person feel uncomfortable or unsafe. Even very young children can sometimes be guilty of inappropriate behavior. If you feel that your child is being sexually harassed, please call the principal at 749-1250 to report the incident.

Dangerous Weapons in School

The possession of any type of weapon or object intended to be used as a weapon which poses a danger to the safety and welfare of others is not permitted on school property. The possession of weapons will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the authorities notified if appropriate.

Firearms

Any student found guilty of bringing a firearm onto school property shall be excluded from school for a period of not less than one year. The Superintendent of Schools may modify such suspension requirement on a case-by-case basis in accordance with applicable federal and state laws, rules, and regulation, and after affording the student due process pursuant to section 3214 of the Education Law.

Bus Regulations

All pupils must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of the pupils who ride school buses. Misbehavior problems on the buses will be handled in the following manner.

First - The bus driver should make an attempt to correct any discipline problems by asking the pupil to behave.

Second - After two or three verbal warnings have been given to the pupil by the driver on discipline problems, a bus report will be completed and given to the principal by the driver. At this time, the principal will notify the child's parents of the complaint. The action taken by the principal will be noted on the bus report kept on file in the office.

Third - After the next offense the pupil is again brought to the principal, who contacts the parents by letter. The action taken will be noted on the bus report again.

Fourth - After the next offense, a bus report is completed by the bus driver, and the student is brought to the principal. A suspension of bus riding privileges may occur.

Bus Suspensions

Suspensions from the bus riding privileges may be short term (five days or less) or long-term (beyond five days).

Short-term suspensions may be imposed by the Board of Education, superintendent, assistant superintendent, or school principal authorized. No other employee may impose a short-term suspension. Any student suspended for five days or less must be afforded the following:

1. Oral or written notice of the charges against him/her.
2. If the student denies the charges, an explanation of the evidence the school has, and an opportunity to rebut these charges must occur before the suspension begins, except when the student's conduct poses an emergency situation. In these cases, the notice and hearing must follow as soon as practicable. On request, the student and parent must be given an opportunity for an informal conference with the principal, at which time the parent may ask questions of the witnesses who made the complaint. During his/her suspension, a student is required to report to school as usual.

A long-term suspension from bus riding privileges is a suspension in excess of five school days. A student has a right to a superintendent's hearing prior to a suspension in excess of five days and also has the right to appeal such a suspension to the Board of Education pursuant to Educational Law 3214.

Smoking on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, all persons are forbidden to use or possess

tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco) on school premises, on school buses, or at school-sponsored activities.

Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any district staff is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher, or any person from physical injury.
2. Protect the property of Homer Central School or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of Homer Central School functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.



STUDENT SEARCHES AND INTERROGATIONS

A. STUDENT LOCKERS, DESKS AND OTHER SCHOOL STORAGE PLACES

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places.

Students have no reasonable expectation of privacy with respect to these places and Homer Central School officials retain complete control over them. This means that student lockers, desks and other Homer Central School storage places may be subject to search at any time by Homer Central School officials, without prior notice to students and without their consent.

B. DOCUMENTATION OF SEARCHES

The official performing the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of the search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner, and results of parental notification.

POLICE INVOLVEMENT IN SEARCHES AND INTERROGATIONS OF STUDENTS

Homer Central School administrators are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in Homer Central School buildings or at Homer Central School functions, or to use Homer Central School facilities in connection with police work. Police officials may enter Homer Central School property or a Homer Central School function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant or
2. Probable cause to believe a crime has been committed on Homer Central School property or at a school function, or
3. Been invited by Homer Central School Administrators.

Before police officials are permitted to question or search any student, the building Principal or program director shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, as soon thereafter as possible. The Principal or director will also be present during any police questioning or search of a student on Homer Central School property or at a Homer Central School function.

Students who are questioned by police officials on Homer Central School property or at a Homer Central School function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

CHILD PROTECTIVE SERVICES INVESTIGATIONS

Consistent with the district's commitment to keep students safe from harm and the obligation of Homer Central School administrators to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on Homer Central School property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Building Principal. The Building Principal shall set the time and place of the interview. The Superintendent shall decide if it is necessary and appropriate for a Homer Central School administrator to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the nurse or other Homer Central School medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or district official of the opposite sex.

A child protective services worker may not remove a student from Homer Central School property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from Homer Central School property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.



Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for Homer Central School programs. Students and their parents have the primary responsibility for acceptable student dress and appearance. Homer Central School staff should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the educational setting.

A student's dress, grooming, and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the instructional process. Building principals shall make determinations of whether individual student's dress is in compliance with the above.
2. Ensure that undergarments are completely covered.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
4. Not include the wearing of hats, visors, or other head coverings in district buildings except for a medical or religious purpose, or where it is part of a uniform.
5. Not include items that are suggestive, vulgar, obscene, libelous, or that denigrate others on account of race, color, religion, ancestry, national origin, gender, sexual orientation, or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. Not include the authorized use of pagers, cell phones, personal stereos, hand held video games, and walkie-talkies during regular school hours.
8. Shall not include disruptive or dangerous accessories.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.



School Meal Program

Homer Central School serves breakfast and lunch in all of our buildings. We understand the important relationship between nutrition and health, and nutrition and learning. We encourage every student to eat a nutritious breakfast and lunch everyday.

Students are expected to use good manners and common courtesy when in the cafeteria. Students are expected to follow the rules set by the staff in the cafeteria. Toys are not permitted in the cafeteria during lunch; students may bring a book, homework, or paper and pen to the cafeteria to use once they have finished their meal.

Students that are unwilling to follow cafeteria rules and show good character will be removed from the cafeteria.

Planned menus are distributed monthly in the Homer Highlights and can be found on the district website. Peanut butter and jelly sandwiches are available every day as an alternate choice to the planned menu.

What Is Free and Reduced Lunch?

Free and reduced meal applications are being sent this year in the District Calendar. **New applications must be submitted every school year.** Students eligible for free or reduced meals are eligible for both breakfast and lunch. **All information on the meal application is confidential.** Participation in the Free and Reduced lunch program is vital to the Federal Funding that the district receives for your child's academic programs. If you have any questions about the meal application or our school meal programs, please call the Food Service office at 749-1216.



Homer Elementary 2011-2012 School Meal Prices

Paid lunch	\$1.40
Paid breakfast	\$1.00
Milk	\$.50
Reduced lunch	\$.25
Reduced breakfast	\$.25

Computerized Payment System for Breakfast and Lunch

Every student in the building has been entered into the computerized system and will be provided with a four digit pin number. Students can pay in cash. However, we strongly recommend parents/guardians deposit money into the student's account weekly or monthly. These prepayment slips will be available in the main office and on our school web site at <http://www.homercentral.org/info/lunch/prepayment.pdf>.

If your child has qualified for the free or reduced price lunches or breakfasts, this information is in the system, and the meal will be processed just as it is for all other students.

If you are concerned about a food allergy that your son/daughter has, please notify the cafeteria with this information. A warning will appear on the cashiers' screen for a review of the items on the student's tray.

If for any reason you would like a copy of the transactions of your child's account we will be able to give you a print out.

If you have questions please feel free to call Wendy Swift, Food Service Director at 607-749-1216.

Health and Safety Information

Immunizations

Under section 2164 of New York State Public Health Law, all children entering school must be immunized against Hepatitis B, diphtheria, polio, measles, mumps, rubella, and varicella.

- 3 doses of Hepatitis B (for all children born on or after 1/1/93 and those entering grade 7 after Sept. 1, 2000.
- 3 doses of diphtheria toxoid (usually administered as either DTP or TD)
- 3 doses of oral polio vaccine (OPV) or 4 doses of Salk vaccine (IPV)
- 2 doses of live measles vaccine (if born on or after 1/1/85)
- 1 dose of live mumps vaccine administered after the age of 12 months
- 1 dose of live rubella vaccine administered after the age of 12 months
- 1 dose of varicella (chicken pox) vaccine administered after the age of 12 months (for all children born on or after 1/1/98) Students entering Gr. 6 in Sept. 2005 must show proof of immunity to chicken pox.)

Students who have had measles or mumps disease must provide a signed certificate from a licensed physician verifying the diagnosis. If this is not provided, the child must be vaccinated. Immunizations can be received from your family doctor or at a free clinic which is held in the County Office Building, 60 Central Avenue, Cortland. To attend this free clinic, you must first make an appointment by calling 753-5203. FAILURE TO COMPLY will result in exclusion from school.

Emergency Authorizations

Each child in the family needs to have an authorization for emergency medical care form signed and on file in the nurse's office. This form will allow us to obtain emergency medical care for a student should we not be able to contact you.

Physicals

Physicals are given to each child in kindergarten, second, fourth, seventh, and tenth grades, unless a health certificate is provided for each pupil by his/her personal physician. Additionally, an examination of any child may be required by the local school authorities at any time, at their discretion, to promote the educational interests of such child. (Education law, Section 903.) Physicals done up to 12 months before school begins in September are now acceptable for incoming kindergartners.

Hearing and Vision Screening

Each child will be given a hearing and vision screening each year. You will be informed if there are any problems. Height and weight records are also kept.

Medication

State law requires a signed permission slip from the parents and a written and signed request from the family physician indicating the frequency, dosage, and the name of the prescribed medication, when it is necessary for a child to take any prescription or non-prescription medications. The school nurse may then administer the medication during school hours. **The parent must deliver the medication to school in the original, labeled container.**

Gym and Recess Excuses

A child may need to be excused from gym and/or recess for health reasons. A note signed by the doctor stating the dates and reason is needed for this. You may ask for your child to be excused for one day without a doctor's note.

Homebound Tutoring

Any child who will be absent for a long term can receive tutoring provided by the district, on a one-to-one basis, free of charge, in the hospital or at home. The principal needs a doctor's note and a written request from the parents for this service.

Accidents in School or School Activities

All accidents are to be reported to the school nurse. In the event of a serious injury or illness in school, appropriate first aid will be provided by the school nurse, and the parent/guardian will be contacted by phone. Depending on the situation, the parent will be asked to obtain medical treatment for the child or we will have the child transported to the nearest emergency room for treatment. The Emergency Authorization form that you have filled out will allow us to obtain medical treatment for your child in case we can not reach you. An accident report will be filed by the school nurse.

School Insurance

If your child is injured at school, the school's insurance coverage begins after claims under the parent's insurance have been applied. There is a \$25.00 deductible fee.



Lice

Head lice can be a problem in any school, therefore head checks are done on children throughout the year. Please contact us if your child has head lice so that we can check the entire class and possibly keep it from spreading or from re-infesting your child. In recent years the treatment for head lice has changed. If you need instructions concerning the proper treatment, please feel free to contact the school nurse.

Illness In School

A child who is not feeling well will be sent to the nurse's office. The nurse will evaluate what is happening by talking to the child, making note of the child's temperature, looking at the ear canal, etc. If the child needs to be sent home, the nurse will call the family. If the parents can't be reached, she will call the emergency numbers that the family has given us.

Extra Clothing

Accidents do happen! If a child needs a change of clothing (for whatever reason) they will be sent to the nurse's office. Their clothing will be sent home with them in a plastic bag. Please wash the school's clothing and return it to the school as soon as possible. Any extra sweat pants (they fit many children), shirts, hats, coats, gloves, boots, underwear, or socks that you wish to donate would be appreciated. We can also use plastic bags. Outerwear such as warm coats, snow-pants, hats, mittens, and boots are frequently in demand. Any outgrown ones that you can donate are appreciated and will be put to good use. Send these items to the nurse's office.

Glasses and Dentures

Please note that glasses and dentures are not covered by insurance, injuries sustained by a student due to "horseplay" or a fight with another student are not covered by school insurance.

Things You Need to Know

Information Sheets

A paper listing vital information about your child is also completed each year. This will give us your current address, phone, sitter and sitter's phone, emergency numbers, work phones, and doctor etc. **It is vital that any changes in this information made during the school year (especially phone numbers) be sent to the main office and the nurse's office right away.** It is upsetting to an ill or injured child when no one can be contacted because of outdated phone numbers. Unlisted phone numbers will be kept private and only used when we need to contact you for something important.

Moving

If you will be leaving the school district please inform the school as soon as possible. This will give us the opportunity to prepare scholastic and health records. The school your child will be attending will request records in writing as soon as you have registered your child there. Your child's transition from one school to another will be easier if we know of this change in advance. Closure is important for children. By knowing in advance that you are moving, the classroom teacher will have time to allow the class to say good-bye to your child and to have your child gather his/her possessions to take home with him/her.

If you are moving, but remaining in the district, don't forget to send in your new address and phone number so our files can be updated. It is difficult when we need to reach you for an important reason and are unable to do so because of outdated phone numbers.

Outdoor Play

Children will be playing outdoors every day unless the weather is severe. Generally, if a child is well enough to attend school, he/she is well enough to go outdoors. After a severe illness, a doctor may request that a child remain indoors for a few days. Please have him sign a form for school if this is necessary. In the winter, children will need heavy coats, hats, gloves, and boots. (Please check to make sure that they have them in the morning!) In the spring, boots are needed for the mud. Each day children need shoes or sneakers to wear in school. Outdoor boots become too hot to wear all day and sock feet are too dangerous. If your child has a difficult time remembering, you may wish to leave an extra pair of sneakers in school.

Lost and Found

Articles that are found should be turned in at the main office. These items will be kept until the end of the year. Marking your child's personal items such as lunchbox, sneakers, outerwear, and book bags helps to get them back faster. Parents may come in at any time to check the lost and found for familiar items.

Equipment

All basic texts and workbooks are furnished by the school. Your child's teacher will inform you of any supplies that your child needs beyond what is furnished by the school. Desks, lockers, and books belong to the school district and can be searched using the standard of reasonable suspicion.

Transportation

The Board of Education's policy is to provide transportation for children enrolled in grades K-6 who live at least .75 miles and not more than 17 miles from the school.

The above distance criteria are to be determined by measuring from the driveway of the legal residence of the pupil(s) desiring the transportation to the drop off point in the parking lot at the school of attendance, using any device capable of such measurement along all bus routes and traveling over the nearest public route.

Fire Drills

We are required by law to conduct a minimum of 12 fire drills during the school year. The fire drills involve the evacuation of all students, instructional and non-instructional personnel from the building. Your homeroom teachers and classroom teachers are familiar with the route to take in evacuating the building. Students are expected to move quickly and in an orderly manner. Drills of this kind are carried out so that we know what to do if an emergency occurs and all people will leave the building as quickly and orderly as possible. When it is declared safe, staff and students will return to the building.

Custody/Guardianship Information

The school needs to have on file a copy of custody agreements in cases where custody is an issue. Copies of these agreements should be submitted to the elementary school office. A child may be picked up by a non-custodial parent unless you have legal paperwork that specifically states that the non-custodial parent does not have permission to do this or if you have full custody. If this is not stated in your custody paperwork, we can not enforce it.

Use of Electronic Devices

Students are prohibited from bringing electronic games such as Gameboy or other handheld electronic games to school. It is very tempting for others to "borrow" them, for them to be misplaced, or for items to be traded. For the same reasons, students are prohibited from bringing a walkman, a personal CD player, or a

boombox. Any expensive item or one that you might have trouble replacing should not be brought to school. We are not responsible for these items if they are brought to school and lost.

Classroom Visitations

Each year we host a Parent Visitation Day where parents are invited to visit their child's classroom for an hour. If you wish to visit your child's classroom at a time other than the designated Visitation Day, you need to arrange a date and time with the classroom teacher. A visitor pass will be waiting for you in the office for the time that has been arranged.

Birthday Party Invitations

It is building policy that birthday party invitations will not be handed out in school unless a child is inviting every child in the room. This helps limit hurt feelings when a child knows that a party is being held and he or she has not been invited. It is also not possible for us to give out addresses of children. You might be able to find the addresses that you need in the phone book or you may give the teacher a note to send to another child's parent asking that parent to get in touch with you to provide an address. We are sorry for the inconvenience that this might cause but the best interests of the students are at the root of this decision.

Candy

At times, parents provide candy for classroom parties. Recently, many staff members were certified in CPR. When they took the class, they were advised that children that were in the age group of this building should not be given hard candy. It is easy to get hard candy stuck and this age group is not very careful about what they are doing, ie: running while eating, not sucking the candy, not eating small enough bites, etc. Therefore, we ask that you do not send hard candy or lollipops into a class holiday party or for a child's classroom birthday celebration. Thank you for your help in this matter.

Trading Cards

We have had problems with children who are bringing in Pokeman, Yu-gi-oh, and sports cards. The children are trading them and some are disappearing. No one is supposed to be trading but they are doing it on the bus, playground, in the hall, etc., where adults can't see them.

Please tell your children that they are NOT to bring in these cards or sports cards. We do not have the time to track these down when the children have lost them and we want to avoid broken hearts.

Thank you for your help in this matter.

Trading

Children are not allowed to trade personal items in school or on the bus. We have this rule because children don't know the value of items and we have found instances of uneven trading which leaves parents upset. Please make it clear to your child that trading is unacceptable in school. Any trading needs to take place with you and the other child's parents involved and should be done at home.

Curriculum

Curriculum guides are available for each grade level and are given out during the grade level curriculum nights in September. If you do not have a copy, you may obtain one by calling your child's teacher or the school office.

Kindergarten Registration

Registration is held each March. Birth certificates, registration forms, immunization records and proof that you live in the district are checked at that time. Before entering school, the children will attend an orientation program, and will visit school. The children will receive a screening test (NYS law requires that all incoming children be screened). Just before school starts, you will receive a letter from your child's teacher. It will inform you about anything your child needs for school and will include a name tag with your child's name, teacher's name, and bus number. It is helpful if your child wears this tag for about the first two weeks of school. It helps us to learn names and to locate buses at the end of the day, if the student can't remember which bus he/she is riding.

Horseplay is not permitted in classrooms, hallways, or other areas of the school.

Homework

Students will be asked to study things such as letter and number identification, letter sounds, sight words, read with an adult, study spelling words, or learn basic math facts. These assignments will not take much time but are important. On occasion, children may be asked to do a special project at home such as a 100 Day Poster or research family holiday traditions.

MDT (Multi Disciplinary Team)

When a teacher has a concern about a child (for any reason) this child can be considered by the MDT. This team is composed of classroom teachers and support staff. The team, upon presentation of information about the teacher's concern for the student, recommends appropriate resources to help accommodate the child's needs. If an in-depth evaluation is recommended, the parents will be informed.

Special Areas

All of our children receive art, music, library, and physical education classes taught by specialists in those fields. We have a rotating six day schedule for these classes. The children will receive physical education three times in the six day cycle and art, music, and library once. Our days, one through six, rotate. This means that if we have a holiday or a snow-day, we will pick up with the specials that they would have had on the day missed. For example, day 3 is the next school day and your child is scheduled to have music, The next day we have a snow-day. When the children return the following day, it would still be day three and they would have music then.

Your child's classroom teacher will keep you informed about the schedule. It is often helpful if girls do not wear dresses on gym days or have a pair of shorts in school that they can put on under their dress. Be sure that your child has sneakers in school on gym days.

Volunteers

The elementary school has an active volunteer program. Volunteers may do such jobs as reading to students or listening to a student read aloud; working with one student or a small group of students to develop a better understanding of a particular concept or skill; playing academic games; setting up snacks; doing special projects; going on field trips; preparing special materials to be used with the children or on a bulletin board; or just being a special friend to someone who needs to talk. Non-classroom volunteers are also needed. Several volunteers are placed in the library to aid in shelving books or perhaps to help a child choose a book. People are sometimes needed to display work done by the students.

Volunteers are assigned to teachers who request to have a volunteer. Assignments are made based on the time slot the volunteer has available and the time that a teacher needs a volunteer during the day. Volunteering requires no special type of education. The teacher will explain what needs to be done.

If you have some time that you can donate each week, please call the elementary school (749-1250), or fill out the volunteer form in the school calendar.



Please sign, date, and return this page to your homeroom teacher as soon as possible.

_____ and I have read and discussed the information in the Elementary Handbook. We agree to cooperate fully with these rules in order to make each day at Homer Elementary School a valuable one.

Date: _____

Signature of Student _____

Signature of Parent/Guardian _____

Homer Elementary School Year 2011-2012

Dear Homer Elementary Parents and Guardians

At various times during the school year, pictures may be taken of our students. The photos and videos may be taken by the classroom teacher, the newspaper, or a student teacher for his or her portfolio. These photos might be used on bulletin boards, in newsletters, or in our local newspapers.

The videos are usually used for a student teacher's requirement for certification by New York State. We recognize that some parents might not want their child to be these photos or videos. (Please note that this does not include the school pictures that are taken annually and have a class composite with them.)

Please return the below slip to the Homer Elementary office if you **do not** want your child to appear in the photos or videos as mentioned. We will then take steps to avoid such situations while still allowing your child to participate in their classroom activities.

(Please fill out and return the bottom portion to the Homer Elementary Office)

.....

____ I **DO NOT** want my child to appear in any photos/videos taken at school.

Parent Signature

Date

Child's Name _____

Child's Teacher /Grade _____