

Homer Elementary School

Handbook for Students and Parents



Homer Elementary School
PO Box 500
9 Central Park Place
Homer, NY 13077-0500
School Phone: 607-749-1250
www.homercentral.org

Homer Elementary Vision Statement

In Our School Community:

We build the foundation for life-long learning.

We create opportunities that enrich young minds and hearts.

We nurture compassion in a safe learning environment.

We foster independence and leadership.

We celebrate Blue PRIDE.

Homer Elementary School Pledge

I am an up-stander; not a bystander.

I choose to play nicely.

I forgive others.

I accept differences.

I include others.

I am a problem solver.

Blue PRIDE - School Wide!

- 1. Be SAFE**
- 2. Be RESPECTFUL**
- 3. Be RESPONSIBLE**

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Homer Elementary School

Handbook for Students and Parents

Dear Parents/Guardians:

Welcome to Homer Elementary School. Please review this Handbook as it has detailed information to support your student in their time with us as a Pre-K through Second Grade Student.

Please do not hesitate to contact us or your child's teacher to support any needs. We understand that these early years of schooling are crucial in building and cultivating a true family and school partnership. Let's work together to build the best learning environment for your child and all Homer Elementary children.

We are honored and humble to have this privilege to educate your child. We look forward to watching them grow and graduate from our school district and beyond.

Sincerely,

Douglas A. Pasquerella & Erin Hammes

Mission Statement

The Homer Central School District is committed to excellence for all students. Our mission is to graduate responsible and productive citizens who embrace life-long learning. We work together as a team of dedicated, effective, and well-supported professionals to provide a safe and nurturing learning environment.

Vision Statement

PRIDE—Partnerships, Respect, Integrity, Diversity and Excellence—is the foundation for the Homer Central School District.

Partnerships promote collaboration among students, staff, families and the community to support student learning.

Respect grows through mutual kindness, compassion for others, and the development of strong moral character in a student-centered environment.

Integrity guides our actions so that they are honest and open and fair.

Diversity enriches our opportunities to create multiple pathways for learning and to foster independent intellectual growth.

District Directory

Homer Elementary School

Principal -Mr. Doug Pasquerella.....749-1250
Assistant Principal - Erin Hammes.....749-1250
Office - Mrs. Sasha Francis749-1250
Nurse -Mrs. Janie Connery749-1252

Central Administration & Support Services

District Office749-7241
Mr. Thomas Turck, Superintendent

Mr. Michael Falls,
Assistant Superintendent for Management

Office of Evaluation and Instruction.....749-1206
Mr. Jeffrey Evener
Assistant Superintendent of Instruction

Mrs. Kendra Chambers
Registrar

Athletic Office749-1213
Mr. Todd Lisi,
Director of Athletics

Building & Grounds.....749-1234
Mr. Scott Cavellier,
Assistant Director of Facilities

Cafeteria Office.....749-1216
Mrs. Joan Redfield
School Lunch Manager

Special Education Office749-1226
Mr. Christopher Moore
Director of Special Education

Technology Office.....749-1010
Mr. Joshua Finn
Director of Technology

Transportation Office..... 749-1221/749-3873
Ms. Jennifer Fox
Transportation Supervisor

Other Schools in Homer District

Homer Intermediate School

Mrs. Stephanie Falls 749-1240

Homer Junior High

Mrs. Kara Schneider 749-1230

Homer High School

Mr. Doug Van Etten 749-7246

Mr. Jim McGory 749-7246

Homer Central School Board of Education

Mr. Aaron Bouwens
President

Mr. Eddie Maslin
Vice President

Ms. Meghan Gilbert

Mrs. Amy Kida

Mr. John Lawrence

Mrs. Emily Olsenwik

Mr. K.C. Slade

Mr. Charles Tummino

Ms. Jessica White

Contact information for each Board of Education members can be found on Homer Central School website.

2023-2024 Homer Elementary School Faculty and Staff

Main Office

Mr. Doug Pasquerella..... Principal
Mrs. Erin Hammes.....Assistant Principal
Mrs. Sasha Francis Secretary
Officer Quinten GilesSRO Officer

Support Staff

Mrs. Janel Burhans (Pre-K)Psychologist
Mrs. Sandy Cincotta.....Cafeteria
Mrs. Debra Chase.....Cafeteria
Mrs. Nhia Clarke.....School Nurse
Mrs. Hannah Cochran..... Speech
Mrs. Janie Connery School Nurse
Mrs. Talia Cruz.....Occupational Therapist
Mrs. Jaclyn Davis (K-2).....Psychologist
Mrs. Carrie Finn Physical Therapist
Mrs. Amanda Hubbard.....Community Liaison
Mrs. Zoey Walters..... Social Worker
Ms. Rachel Parker Speech
Mrs. Caroline Riley.....Cafeteria
Mrs. Kati SillimanENL Instruction
Mrs. Breanna Teeter.....Speech
Mrs. Santana Walker.....Maintenance
Ms. Elizabeth Walters Occupational Therapist

Pre-Kindergarten

Mrs. Stacey Brown
Mrs. Kristen Hayes
Mrs. Staci Heyer
Mrs. Danielle Pfrehm
Mrs. Shari Powers
Mrs. Melissa Rotundo
Mrs. Susan Urban

Kindergarten

Mr. Mark Bertram
Mrs. Samantha Cleary
Mrs. Casey Horton
Mrs. Lindsey Kearney
Mrs. Michelle Mahoney
Mr. Michael Norris
Mrs. Tara Tracy
Mrs. Heather Wood

Grade 1

Mrs. Erin Bosch
Mrs. Jamie Bowden
Ms. Johanna Dunham
Ms. Whitney Funk
Ms. Jackie Hill

Grade 1, continued

Mrs. Alyssa McCloskey
Mrs. Suzanne Parmiter
Ms. Marcia Smith

Grade 2

Mr. Charles Benjamin
Ms. Charlise Bowen
Mrs. Nancy Byrne
Mrs. Erica Dennis
Mrs. Nicole Deselets
Ms. Molly Grassie
Mrs. Shannon Kostuk
Mrs. Jaclyn Mack
Mrs. Reva Morse
Mrs. Carissa Rockwell
Mrs. Jessica Young

Special Area Teachers

Mrs. Michelle Combs..... Music
Mrs. Allison Cook..... Physical Education
Mrs. Tamara HoveyReading Teacher
Ms. Casey IannuzziArt
Mrs. Karen Keefe..... Librarian
Mr. Riley McEvoy Physical Education
Mrs. Sarah RiceReading Teacher
Mrs. Judy Taylor.....Reading Teacher
Mr. Chad Totman.....Physical Education

Teacher Aides / Assistants

Mr. Andrew Adams
Mrs. Ashley Arounsavath
Mrs. Erin Bassett
Mrs. Mariah Bonawitz
Mr. Christopher Burr
Ms. Brenna Cauthen
Mrs. Tammy Dowdle
Mrs. Stephanie Dravecky
Mrs. Rahanna Durham
Mrs. Valerie Holcomb
Mrs. Harmony Johnson
Mrs. Ashley Jones
Mrs. Heather Lellig
Mrs. Rachel Parker
Mrs. Parveen Paul
Mrs. Charity Petrella
Mrs. Sandy Prindle
Mrs. Rachel Riley
Mrs. Katelynn Rogers
Mr. Matthew Sears
Mr. Jamison Sponaugle
Mrs. Desiree Thorp
Mrs. Georgia Wilson
Mrs. Danielle Wood

Daily Information

School Day

8:30Students may enter building
8:50Student attendance is taken
8:55Announcements
8:56.....Student is considered tardy at this time
10:50—1:30Lunches
3:05.....Walker Bell
3:251st Bus dismissed
3:352nd Bus 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.

District Website: www.homercentral.org

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: WIXT (Channel 9), WSTM (Channel 3), WTVH (Channel 5), News Channel 10

Phone: School Messenger All –Call System

On certain rare 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. An automated phone message will also go out to all parents in the case of an early closing. In order to ensure that your child will be properly cared for if no one is home, please make arrangements at the beginning of the school year so that your child will be assured of shelter when arriving home. An emergency early dismissal form will be given at the beginning of each school year to be updated and returned.

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 a state issued 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 are locked. A buzzer system at the main entrance will be used by all visitors to inform the office the intent of the visit.

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 ParentSquare.

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.**

Daily Information continued

Home/School Communications

Arrival and Dismissal

- School starts at 8:55 am. Doors open at 8:30 am.
- Children MAY NOT be here before 8:30 since there is no supervision.
- The YWCA (at HES) offer Before and After School Programs.
- Arriving by 8:30—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 2:45-3:45 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 at the end of the school day is 3:05 pm. Our buses arrive in two runs after these children have been dismissed.

Absences

We request a written excuse for the absences including the following information; date of the absence, the child's full 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

Promptness

Students are expected to be in homeroom and classes on time.

Attendance

The Homer Central School District Board of Education recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. On-time attendance is a critical starting point for high levels of student achievement. The opportunities lost through student absence and tardiness leave learning gaps that are difficult to fill. We appreciate the partnership the district has with its parents to ensure positive attendance and we recognize that most students have an excellent attendance record.

However, for students whose poor attendance interferes with their learning, Homer Schools has developed a clear, understandable procedure for monitoring student attendance. Below is the attendance monitoring protocol in place for this school year and beyond.

1. A daily robo-call will be used to notify families of a student absence. This call goes out by 9:30 am for grades 6-12, and by 10:30 am for grades K-5.
2. After three or more consecutive unexcused absences, a phone contact with the family will be made by the school nurse.
3. If a student falls below the 90% attendance threshold at any time, the student is spoken to and a letter sent to the family detailing the next steps if attendance does not improve. The letter will include a period of time for improvement and possible disciplinary consequences if attendance does not improve.
4. If a student falls below the 85% attendance threshold, a parent meeting or home visit will be conducted, with a consideration of DSS preventative services or **Cortland County Coordinated Children's Services Initiative (CCSI)** referral.

Daily Information continued

5. A student who remains at or below the 85% attendance threshold for more than five weeks will be subject to a Person in Need of Supervision (PINS) diversion referral.

Finally, some confusion has arisen about what constitutes a legal absence from school. Below, is the definition of a legal absence:

*A student is considered **legally absent** (excused) from school for the following reasons: sickness, death in the family, health treatment, court appearances, religious observances, approved music lessons, and impassable roads or weather.*

A written parent excuse for an absence that does not fit this definition does not make the absence legal.

If you have any questions about the attendance monitoring procedure, please contact your child's building principal.

GENERAL RULE: Attend classes daily—making up work is difficult.

Absent From School:

- A. Your parent should call the main office anytime before 9AM. An answering machine is available 24 hours a day to tell us you are not coming to school.
- B. We now have an automated calling system that will contact you if your student is absent and we haven't received notice from you.
- C. Bring a written excuse from home your first day back. Give it to your homeroom teacher.
- D. YOU are responsible for getting assignments made up, and for making up tests and projects.

If You Must Leave During the Day:

Bring a written excuse from home and give it to your homeroom teacher. It will be sent to the office to be entered with the daily attendance as an early dismissal, and you will be given permission to leave your classes at the time stated.

All adults picking up students must show photo identification.

If you can come back during the day, sign in the main office and return to your class.

Late To School:

- A. If your child arrives after 8:55 a.m. report directly to the main office.
- B. Sign in and give your excuse to the secretary.
- C. Move quietly to your classroom after signing in.

Going Somewhere Other than the Usual After School:

- A. You must go home in the normal manner unless you have a written note stating otherwise. These notes are to come down with the attendance folder.
- B. Arrangements may be made in the office for emergencies only!
- C. Please do not call in on a daily basis to give us your student's go home plans. A note should be given to your child if all possible, even the night before to put into their backpack.
- D. If you know your child's pickup/drop off schedule is going to be different in advance (ex: week, monthly, yearly), sending in a calendar for that information marked off each day, week, month would be beneficial in making sure your child is on the right bus and dropped off correctly.

Parent Organizations

Parent-Teacher Organization (PTO)

Our parent group is known as the PTO (Parent-Teacher Organization). The PTO supports our building. Some examples include:

- 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.
- Walk-a-thon
- Monthly school evening events

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.

Dignity for All Students Act

On June 18, 2012, the New York State Senate and Assembly passed the “Dignity for All Students Act.” In keeping with the law, our handbook has updated the definitions for ‘harassment’ and ‘bullying,’ including cyber bullying. More detailed language on the “Dignity for All Students Act” can be found in The Homer Code of Conduct Manual on our district webpage, you can also request a copy of this at our building’s main office.

The significant changes included in the update are an updated definition of harassment, contained in Education Law 11 (7). The new definition is for “harassment” and “bullying,” and specifies that it applies to cyber bullying. The new definition maintains, with slight modifications, language about “the creation of a hostile environment by conduct or threats, intimidation or abuse” which (a) has or would have the effect of unreasonably and substantially interfering with a student’s education performance, opportunities or well-being; or (b) reasonable causes or would reasonable be expected to cause a student to fear for his or her physical safety. The definition also adds two new categories which prohibit similar conduct that “9c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student” or “(d) occurs off school property and creates or would foreseeable create a risk of substantial disruption within the school environment, where it is foreseeable create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.” The amendment also adds Education Law 11 (8) which defines cyber bullying to include all behaviors described in Education Law 11 (7) (a)-(d), “where the harassment or bullying occurs through any form of electronic communication.”

PRIVACY: The Homer Central School District respects every student’s right to privacy as well as their right to access and use the District’s facilities in a manner consistent with their gender identity. While the District will make arrangements for students to use the bathrooms and changing facilities of the gender with which they identify, the District also provides private spaces in the form of gender neutral facilities in single stall bathrooms for changing for any student desiring privacy or for any other permissible reason.

The Dignity Act Coordinator for the Homer Elementary School is Mr. Douglas Pasquerella

Student's Rights and Responsibilities

With every right comes a responsibility

It is the student's right:

To attend school in the District in which one's parent or legal guardian resides. _____→

To expect that school will be a safe, orderly and purposeful place for all students to gain an education and to be treated fairly. _____→

To be respected as an individual. _____→

To express one's opinions verbally or in writing. _____→

To dress in such a way as to express one's personality. _____→

To be afforded equal and appropriate educational opportunities. _____→

To take part in all school activities on an equal basis regardless of race, color creed, religion, religious practice, sex, sexual orientation, gender, national origin, ethnic group, political affiliation, age, marital status, or disability.

To have access to relevant and objective information concerning drug and alcohol abuse, as well as access to individuals or agencies capable of providing direct assistance to students with serious personal problems. _____→

To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school-sponsored event, function or activity. _____→

It is the student's responsibility:

To attend school daily, regularly and on time, perform assignments, and strive to do the highest quality work possible and be granted the opportunity to receive a good education.

To be aware of all rules and expectations regulating student's behavior and conduct oneself in accordance with these guidelines.

To respect one another, and to treat others in the manner that one would want to be treated.

To express opinions and ideas in a respectful manner so as not to offend, slander, or restrict, the rights and privileges of others.

To dress appropriately in accordance with the dress code, so as not to endanger physical health, safety, limit participation in school activities or be unduly distracting.

To be aware of available educational programs in order to use and develop one's capabilities to their maximum.

To work to the best of one's ability in all academic and extracurricular activities, as well as being fair and supportive of others.

To be aware of the information and services available and to seek assistance in dealing with personal problems, when appropriate.

To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, or discrimination. To report and encourage others, to report any incidents of intimidation, harassment or discrimination.

Responsibilities of the Essential Partners in Educations

FAMILIES

All families are expected to:

- Recognize that the education of their child is a joint responsibility of parents and the educational community.
- Send their child to educational programs ready to participate and learn as required by NYS Law and in accordance with the District's Comprehensive Student Attendance Policy (#7110). Ensure their child attends class regularly, on time, and that absences are for legal reasons as outlined in the student handbook.
- Insist their child be dressed and groomed in a manner consistent with the student dress code.
- Help their child understand that in a democratic society, appropriate rules are required to maintain a safe, orderly environment.
- Build good relationships with other parents and their child's friends.
- Demonstrate civility and use appropriate language at all times.
- Know Homer Central School rules and help their child understand them.
- Convey to their child a supportive attitude toward education and Homer Central School.
- Enhance relationships with teachers and administrators by participating in school functions such as open house and parent-teacher conferences.
- Help their child deal effectively with peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Provide a place for study and ensure homework assignments are completed.
- Report potentially unsafe situations to a staff member, even if done anonymously.

FAMILIES, continued:

- Teach their children respect and dignity for themselves and other students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students.
- 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.

TEACHERS

All Homer Central School District staff shall conduct themselves in a professional manner, performing all duties in their job descriptions, as applicable, and are expected to:

- Maintain a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity or sex with an understanding of appropriate appearance, language and behavior in a school setting which will strengthen students' self-image and promote confidence to learn. Professional demeanor will be demonstrated by the use of appropriate language at all times.
- Be well prepared to teach each day and demonstrate a concern for the educational development and achievement of each student.
- Know Homer Central School policies and rules, and enforce them in a fair and consistent manner.
- Communicate the following to students and parents: course objectives and requirements; marking/grading procedures; assignment deadlines; expectations for students; classroom discipline plan; the importance of attending parent/student conferences and open house.

Communicate regularly with students, parents and other teachers concerning student growth,

Responsibilities of the Essential Partners in Educations

TEACHERS, continued:

- Communicate regularly with students, parents and other teachers concerning student growth, achievement, behavior, and well-being.
- Confront issues of discrimination and harassment in any situation that threatens the emotional or physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
- Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
- Dress appropriately for school and HCS D functions.
- Be approachable with any problem by any student, parent, or community member regardless of how large or small.
- Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- Attend teacher/student/counselor conferences and parent-teacher/student counselor conferences as a way to solve problems.
- Regularly review with students their educational progress and encourage students to benefit from the curriculum and extracurricular programs.
- Report potentially unsafe situations to the appropriate administrator.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.
- Maintain appropriate confidentiality concerning students in their charge and share personal information only on a "need to know" basis.
- Conduct themselves as representatives of HCS D when participating in or attending Homer Central School sponsored extracurricular events.

SCHOOL COUNSELORS

- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Initiate and appropriately document teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, as a way to resolve problems.
- Regularly review with the students their educational progress, career plans and graduation requirements.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extracurricular programs.
- Coordinate Intervention Support Services, as needed, with student, parent, Building Principal and teachers.
- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

SUPPORT SERVICE PERSONNEL

- Support educational and academic goals.
- Know school rules, abide by them and enforce them in a fair and consistent manner.
- Assist students in coping with peer pressure and emerging personal, social and emotional problems.
- Set a good example for students and colleagues by demonstrating dependability, integrity and other standards of ethical conduct.

Responsibilities of the Essential Partners in Educations

SUPPORT SERVICE PERSONNEL, cont

- Maintain confidentiality about all personal information and educational records concerning students and their families.
- Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary or requested, as a way to resolve problems and communicate as necessary in any other manner with parents and other staff regarding student progress and needs.
- Regularly review with students their educational progress and career plan.
- Provide information to assist students with career planning.
- Encourage students to benefit from the curriculum and extra-curricular programs.
- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to the staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

OTHER DISTRICT STAFF

- Follow the Code of Conduct; know, abide by and enforce school rules in a fair and consistent manner.
- Set a good example for students and other staff by demonstrating dependability, integrity and other standards of ethical conduct.
- Assist in promoting a safe, orderly and stimulating school environment.
- Maintain confidentiality about all personal information and educational records concerning students and their families.

- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

ADMINISTRATORS

All Administrators are expected to:

- Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and approach them to review grievances.
- Evaluate on a regular basis instructional programs for which they have responsibility.
- Support the development of and student participation in appropriate extracurricular activities.
- Be responsible for enforcing the code of conduct and ensure that all cases are resolved promptly and fairly.
- Investigate unsafe situations promptly and take appropriate actions based upon the findings of the investigation.
- Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the Principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

Responsibilities of the Essential Partners in Educations

SUPERINTENDENT

The Superintendent is expected to:

- Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- Review with district administrators the policies of the Board of Education and state and federal laws relating to school operations and management.
- Inform the Homer Central School Board about educational trends relating to student discipline.
- Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- Work with district administrators in enforcing the code of conduct and ensuring that all cases are resolved promptly and fairly.
- Report annually to the Board of Education violent incident information submitted to the State.

BOARD OF EDUCATION

The Board of Education is expected to:

- Collaborate with students, teachers, administrators, parents, Homer Central School safety staff, and other Homer Central School staff to develop a code of conduct that clearly defines expectations for the conduct of students, Homer Central School staff and visitors on Homer Central School property and at Homer Central School functions.
- Adopt and review at least once each year the Homer Central School code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight,

national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

- Lead by example by conducting Board meetings in a professional, respectful and courteous manner.

In accordance with Section 86.0 of the regulations implementing Title IX of the Education Amendments of 1972, you are hereby notified that the Homer Central School District does not discriminate on the basis of sex and this policy includes the following areas:

Counseling services for students; access by students to educational programs, course offerings and student activities; recruitment and appointment of employees; employment pay and benefits.

Pledge of Allegiance

- Students have a constitutional right not to participate in the pledge of allegiance.
- Students are expected to display respect during the recitation of the Pledge of Allegiance.
- As long as the student is not infringing upon the rights of others and is not being disruptive the student should not be treated differently from those students that choose to participate.
- Students should be allowed to remain quietly seated and should not be criticized, sent to the hallway, ordered to stand, threatened or punished due to not standing.
- The students' parents should not be contacted regarding their participation or nonparticipation in the pledge. The constitutional right belongs to the student.

Student Discipline Code

The Board of Education expects students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, Homer Central School staff and for the care of Homer Central School facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility and consequences for their own behavior. Homer Central School staff who interact with students are expected to use disciplinary action only when necessary and to place emphasis on students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on Homer Central School property or engaged in a Homer Central School-sponsored function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others.

Students may be subject to disciplinary action, up to and including permanent suspension from Homer Central School programs when they:

1. Engage in Disorderly Conduct, including but not limited to:

- Running in hallways.
- Making unreasonable noise.
- Using language or gestures that are profane, lewd, vulgar or abusive.
- Obstructing vehicular or pedestrian traffic.
- Engaging in any willful act which disrupts the normal operation of the HCSD community.
- Trespassing.
- Misusing computer/electronic communications devices.
- Unauthorized use of personal electronic devices/equipment.

2. Bullying

Bullying, real or perceived, is understood to be the creation of a hostile environment that has or would have the effect of unreasonably and substantially interfering with a student's: educational performance, opportunities or benefits; or mental, physical or emotional well-being. Bullying may be subtle or easy to identify.

Verbal bullying: which includes but is not limited to:

- Name calling, insulting remarks,
- Verbal teasing frightening phone calls,
- Violent threats, extortion, taunting,
- Gossip, spreading rumors, racist slurs, anonymous notes, etc.

Physical bullying: which includes but is not limited to:

- Poking, slapping, hitting,
- Tripping or causing a fall,
- Choking, kicking, punching, biting, pinching, scratching, spitting,
- Twisting arms or legs,
- Damaging clothes and personal property, taking personal belongings without permission, or threatening gestures.

Social bullying: which includes but is not limited to:

- Excluding someone from a group, isolating, shunning,
- Spreading rumors or gossiping,
- Arranging public humiliation,
- Undermining relationships, teasing.

Cyberbullying: A form of harassment/bullying which occurs via electronic communication on the Internet, on cellular phones or other electronic media.

Student Discipline Code, Continued

Cyberbullying involving District students may occur both on campus and off school grounds and may involve student use of the District internet system or student use of personal digital devices including but not limited to: cell phones, digital cameras, personal computers, electronic tools.

Cyberbullying or harassment has or could have the effect of:

- Causing physical, social/relational, emotional or mental harm to a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Interfering with a student's educational performance and/or denying or limiting a student's ability to participate in or to receive benefits, services or opportunities in the school's programs.

3. Harassment

Harassment in any form will not be tolerated.

Bias Harassment. The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, color, weight, national origin, ethnic origin, ethnic group, religion, religious practices, disability, sex, sexual orientation, or gender (including gender identity and expression). Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on the categories listed above.

Sexual harassment is unwelcome sexual behavior that makes a person feel uncomfortable or unsafe. Examples of sexual harassment are:

Verbal (Unwanted and Unwelcome):

- Comments about body parts or rating someone's body
- Sexual suggestions or threats
- Spreading sexual rumors or stories
- Sexual jokes
- Conversations that are too personal
- Insulting comments about sexual orientation

Visual (Unwanted and Unwelcome):

- Staring or pointing at a person's body in a way that is too personal
- Displaying obscene sexual material or placing it in someone's locker or computer
- Writing a person's name along with sexual remarks, suggestions, or drawings in public places.
- Making obscene gestures

Physical (Unwanted and Unwelcome):

- Grabbing or touching in a sexual way
- Tearing or pulling at a person's clothing
- Purposely bumping or brushing against someone
- Kissing or holding a person against his or her will
- Preventing someone from moving freely.

People sometimes confuse sexual harassment with flirting. If you are unsure about the effect of your behavior on another, ask yourself the following questions:

1. Am I making the person uncomfortable?
2. Would I do the same things in front of a parent, a teacher, or others I respect?

4. Insubordination

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

Student Discipline Code, Continued

5. 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
- 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
- h. Engaging in lewd behavior

6. 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

7. 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. Use of restorative practices may include but not limited to: restoration conference between parties, written reflections, voluntary service learning, and any action to "Make it right and do no harm")
5. written notification to parents and/or parent conference
6. counseling
7. referral to the school psychologist for counseling or testing and/or possible referral to the Committee on Special Education
8. probation
9. lunch, recess, or after school detention
10. suspension from transportation
11. suspension from athletic participation
12. suspension from social or extracurricular activities
13. suspension of other privileges
14. in-school suspension
15. 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.

Student Discipline Code, Continued

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.

REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing a student possessing a weapon, alcohol or illegal substance on Homer Central School property or at a Homer Central School function shall report this information immediately to a Homer Central School staff member. The failure of any student to promptly report such information shall constitute a violation of this code. Any weapons, alcohol or illegal substances found shall be confiscated, followed by notification of the parent of the student involved and the appropriate disciplinary action taken, up to and including long term suspension and referral for prosecution.

The Building Principal, or program supervisor must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.



To Report Bullying at the Homer Elementary

Many ways exist to report bullying at the Elementary School including the ones listed below:

- Talk to your teacher or another adult right away. This will help eliminate the problem quickly.
- Talk to the principal or write a note to put in their mailbox. This should be used if your teacher, bus driver or other adult has not been able to help you.
- The “Bully Button-” It is a stop sign on the district website. Students or parents can write an email to report something that doesn’t seem right. The email goes directly to the building administrator.
- DASA form—located in the main office or on the school website. Once filed, the *reoccurring* incident will be investigated.

Policies

Threats of Violence in School

The 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 whether or not such threats occur on school grounds or during the school day.

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.

This policy will be enforced in accordance with applicable laws and regulations.

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, including mace or pepper spray, any type of knives, fireworks, box cutters, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

Firearms

Any student found guilty of bringing a firearm onto school property shall be excluded from school for a period not less than one year, provided that 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 regulations, and after affording the student due process pursuant to section 3214 of the Education Law.

Fundraising

All fund raising projects must be approved by the Board of Education. Projects which involve selling merchandise to residents of our community should be limited to one per year per organization. Tickets or articles of any kind, other than those associated with school sponsored activities, are not to be sold on school property by students or outside organizations.



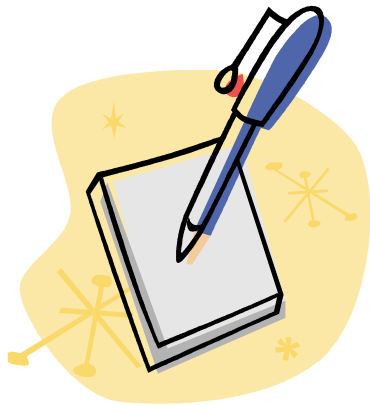
Policies, Continued

Tobacco on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, students 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

Use of Electronic Devices

The use of cellular phones, hand held games, still or video cameras, and music players by students is prohibited on school premises. We are not responsible for lost, broken or stolen electronic devices. Electronic devices will be confiscated if they are out during the school day; parents may pick up such devices from the office.

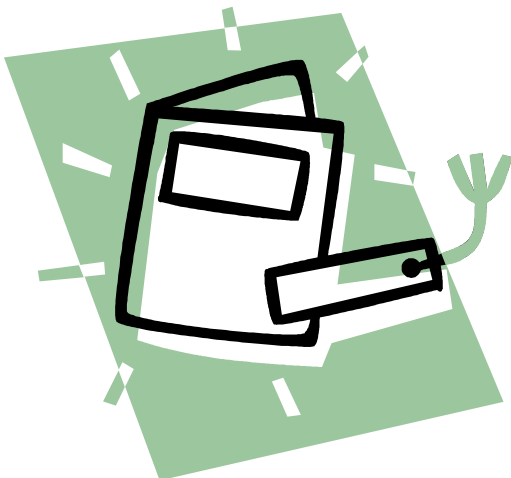


Student Dress Code

The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be restricted from attending school if their attire includes the following:

1. K-2: 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; including but not limited to, shoes with wheels and high heels. Level heeled sneakers with laces are mandatory for PE class, recess and/or any outdoor activities.
4. Not unauthorized 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 during a normal school day.
5. Not include items that are suggestive, vulgar, obscene, libelous, or that denigrate others on account or 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 contain personal communications devices such as cameras, video games, music players, pagers, or mobile phones. These are not to be used during regular school hours.

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



Policies, Continued

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.

Policies, Continued

Bus Regulations

1. The safety and comfort of all students requires that the following regulations be obeyed. These regulations are contained in the New York State Transportation Law.

- Students should be ready when the bus arrives and wait until bus stops completely to board.
- At the end of the school day students should report immediately to the bus at dismissal.
- Students must follow all aspects of the Code of Conduct while riding the school bus.
 - Remain in assigned seat until bus stops at their destination.
 - Refrain from quarreling, fighting, rough play, swearing, or shouting.
 - Refrain from eating, drinking, smoking, or using alcohol on the bus.
 - Not extend any body part through the bus window.
 - Not have physical contact with the driver.
- Students may only bring objects on the bus that can be held on the student's lap, without bothering other students in the seat.
 - Objects must not hang over the seat into the aisle or be taller than the seat.
 - Any large or special school projects should be transported by parents.
 - No animals of any kind shall be transported on the school bus.

Exiting the Bus

- 1) WALK 10 feet beyond bumper when crossing in front of the bus.
- 2) STOP in line with the driver and wait for signal to cross.
- 3) CHECK both ways for traffic.
- 4) CROSS directly across and keep checking both ways for traffic.
- 5) Students must be 15 feet away from the bus before it can move.

Bus Passes

Students riding a bus other than their own must have a note signed by parent or guardian and school official. Please be sure to include a note to the Elementary office so a Bus Pass will be issued. Students getting off with another student must have a signed permission note from the parent or guardian and school official.

Misbehavior on the Bus

All students must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of students who ride school buses.

Drivers have authority to reprimand students who are causing an unsafe situation inside or outside of the bus.

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 student to behave, and, if necessary, assign seats to certain students.

Second - After two or three verbal warnings have been given to the student by the bus driver for discipline problems, the driver should submit an explanation of what the problem was to the transportation office who will document it with a SchoolTool referral. The administrator will investigate the incident and assign appropriate disciplinary consequences and contact the parents/guardians.

Third - After the next offense the student is again written up. The administrator will investigate the incident and assign appropriate disciplinary consequences and contact the parents/guardians.

Fourth - After the second referral a student may be suspended from riding the bus. If the student is suspended, a conference may be held with the parents.

Policies, Continued

Bus Suspensions

Suspensions from 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 a right to appeal such a suspension to the Board of Education pursuant to Educational Law 3214.



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Technology

Internet Service

Our goal in providing Internet service to students is to promote educational excellence by facilitating resource sharing, innovation, communication, and collaborative work. Upon registration, Homer students are given a computer account which gives them independent access to many software applications and the Internet.

Students are expected to be aware of the ethics and the responsible use of the Internet, and demonstrate knowledge of the policy and regulation governing use of district technology. An acceptable Use Policy can be found in this handbook and should be reviewed prior to logging onto the computer network.

Prior to logging onto the network, students (and staff) see this message “This computer is provided for educational use for the Homer Central School District community. All data on district systems is the property of Homer Central Schools and may be monitored in any manner. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Use of this system by any user constitutes consent to this policy.” By logging onto the network, all users are subject to these guidelines.

E-Mail Use

The use of E-mail for educational purposes is at the teacher’s discretion. It is expected that students will use technology during the school day to support their course work..

Students are expected to adhere to the rules of the District Acceptable Use Policy.

Disciplinary consequences will apply in the following cases including and not limited to:

- Misusing computer/electronic communications devices, including any unauthorized or inappropriate use of computers, software, or Internet/intranet account; accessing inappropriate websites; evading the District's content filter; using any other violation of the District Acceptable Use Policy.
- Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- Unauthorized use of personal computer, laptop, tablet or e-reader and/or other computerized information resources through the District computer system is prohibited.



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 every day.

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. 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 fail to show good character will be removed from the cafeteria.

Planned menus 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?

New applications must be submitted every school year. Parents may always access the applications on the district website or request one from the main office at any time during the 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.

Charging Meals

- A. Students may charge meals if they forget their money.
- B. The only item(s) permitted to be charged are a complete meal. A la carte items such as snacks or ice cream may not be charged;
- C. The District's point-of-sale system will track all charges and payments;
- D. If a student comes to school without a lunch, they may charge a reimbursable meal (that is available to all students) so that he or she does not go hungry that day;
- E. As appropriate, District administration may contact Social Services to report a student's consistent failure to arrive at school with a meal.

Unpaid meal charges will be addressed directly with the student's parent or guardian who is responsible for providing funds for meal purchases; discreet notifications of low, exhausted, or deficit balances will be sent at appropriate intervals during the school year. The notification may include a

repayment schedule, but will not charge any interest or fees related to meals charged during the grace period. District administration will further consider the benefits of attempted collections and the costs that would be expended in collection attempts.

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 on our school web site at <http://www.homercentral.org/info/lunch/prepayment.pdf>. There is a slight charge to use prepay option via electronically. If your child has qualified for 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 our Food Service Director at 607-749-1216.

Homer Elementary School Meal Prices

Paid lunch	\$2.65
Paid breakfast	\$1.90
Milk	\$.70
Ice Cream/Chips	\$.75
Reduced Breakfast and Lunch	\$.00



Health and Safety Information



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.

Immunizations for Pre-Kindergarten

- 4 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)
- 1 dose of MMR Vaccine (Mumps, Measles, and Rubella) vaccine
- 3 doses of Hepatitis B vaccine
- 1 dose of varicella (chicken pox) vaccine
- 1-4 doses of Haemophilus influenzae type b conjugate vaccine (Hib)
- 1-4 doses of Pneumococcal Conjugate vaccine (PCV)

Immunizations for Grades K-2

- 3 doses of Hepatitis B (for all children born on or after 1/1/93 and those entering grade 7 after Sept. 1, 2000.
- 3-5 doses of diphtheria toxoid (usually administered as either DTP or TD) depending on age given.
- 3-4 doses of oral polio vaccine (OPV) or 4 doses of Salk vaccine (IPV) depending on age given
- 2 doses of MMR Vaccine (Mumps, Measles, and Rubella) vaccine.
- 2 doses of varicella (chicken pox) vaccine administered after the age of 12 months (for all children born on or after 1/1/98)

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 pre-kindergarten, kindergarten, first, third, fifth, seventh, ninth, and eleventh grades, also all new enrollment children 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.

Medications

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.

Health and Safety Information Continued

Injuries at School:

Students sometimes suffer injuries in the school or on the school grounds. Report all injuries immediately to the teacher and to the nurse no matter how slight and minor. Minor cuts and abrasions will be treated as first aid in the school nurse's office. More serious injuries which cannot be fully cared for by the school will be referred to the family physician or school physician.

In an emergency the school will be responsible if parent is not available for obtaining medical care for the student at the time of injury. However, if students have to return to a doctor's office or hospital for additional treatment, x-rays, etc., it is the responsibility of the parents to see that the students are transported to the doctor's office or place of treatment.

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.

NOTE: GLASSES AND ARTIFICIAL 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.

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.

Emergency Management Plan:

A detailed Emergency Management Plan is on file in the school office and deals with specific emergencies. This plan is updated annually and provides for training of all staff.

In case of an emergency in which school is closed early, students are to follow the instructions on the "Early Emergency Dismissal" Form which their parents returned to school in September.

Fire Drills/Lock Down Drills:

We are required by law to conduct a minimum of 8 fire drills and 4 lock down 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. Lock down drills involve students holding in place within a designated area of the building. Students are supervised by our professional faculty and staff members during this time. 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

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.

Report Cards

Report cards are sent via ParentSquare every ten weeks. Parent conferences are held in November for every student. 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.

Outdoor Play

Children will be playing outdoors every day unless the weather is severe (**Thunderstorms, Wind Chill under 20 Degrees F**). 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.

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

Things You Need to Know, Continued

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

- Walkers 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 walkers 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 two exits when leaving for your bus
- First bus run children will be dismissed from their classrooms
- Second bus run children from their classroom or a grouped classroom.

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. CPR (cardiopulmonary resuscitation) certification recommends 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.

Things You Need to Know Cont.

Rules For Safe Playtime

Use of Equipment Outside

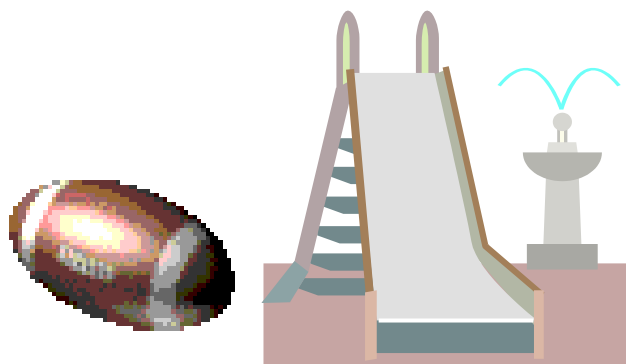
- Swing—sit in the swing on your bottom, wait for the swing to stop before getting off. No spinning on swing

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

Kindergarten Registration

Registration begins on March 1st of each year. Proof of Birth, 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/screening program. 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.



MDT / PSM

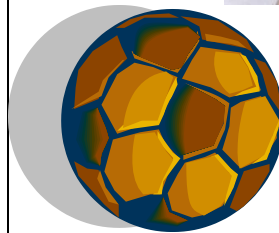
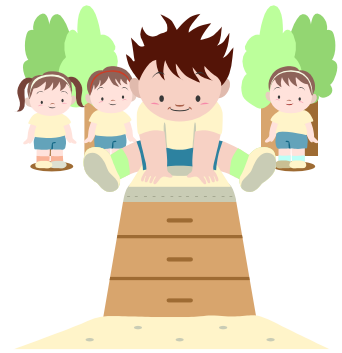
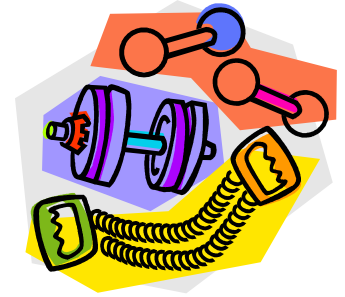
(Multi Disciplinary Team) (Problem Solving Meeting)

When a teacher has a concern about a child (for any reason) this child can be considered by the PSM/MDT Committees. These teams are composed of classroom teachers and support staff. The teams, 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 three 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.



Home/School Communications

How do parents know what's happening at the Homer Elementary School?

ParentSquare App: Teachers in grade levels PK-2 provide weekly newsletters listing things like upcoming classroom events, tests/quizzes, and topics in each subject area via ParentSquare.

District Calendar: The school district calendar is mailed to every home in August. It is a comprehensive list of currently scheduled Elementary and District activities.

District Website: The school district website (www.homercentral.org) provides an updated calendar, closing announcements, PTO information and much more, as well as an Elementary web page. Parents are able to subscribe for email updates on new website postings in the district.

Parent/Teacher Organization (PTO): Meetings are held several times per year. Sub-committees, the PTO web page, as well as school and community events are also ways to learn more about our school.

Elementary Handbook: A handbook of rules, regulations, and procedures that is issued the first day of school and is also located on the district website.

Academic Reports:

- **Personal Communication:** Teachers encourage parents to call and/or email them when there are questions or concerns. **Please do not ask teachers to email confidential information.**
- **Phone:** through the Elementary Office at 749-1250
- **On the Web:** www.homercentral.org -- Elementary School -- Faculty email

