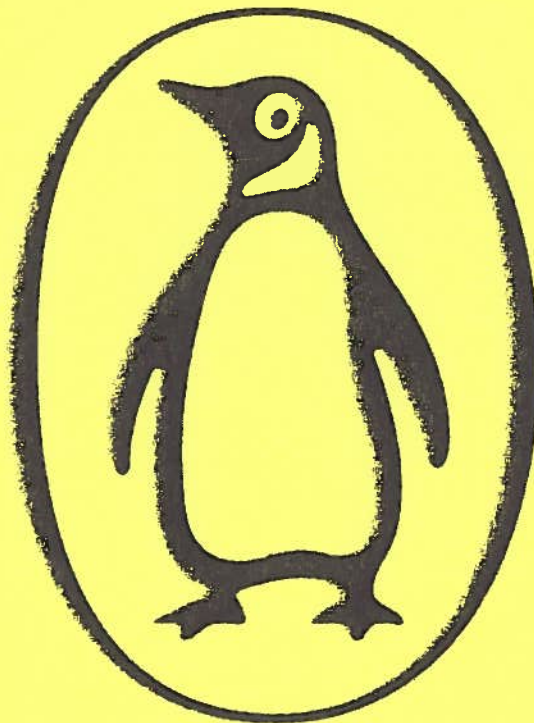


BALDWINVILLE CENTRAL SCHOOL DISTRICT

**L. Pearl Palmer Elementary
Student / Parent Handbook**

2018-2019



L. Pearl Palmer Elementary School

7864 Hicks Road
Baldwinsville, NY 13027
(315) 638-6127

Together, We Learn!

Dear Palmer Families,

The time has finally arrived and school is back in session! I would like to take the opportunity to welcome you and let you all know how excited we are about the brand new school year that awaits; one filled with countless new opportunities and endless possibilities. The purpose of this handbook is to provide you with pertinent information that you will need as a valued member of our learning community. Should you have questions regarding any information contained in this resource, please do not hesitate to call the main office (638-6127) for clarification.

At Palmer, the goal of staff is to provide the strongest of educational experiences for ALL students. To ensure that this occurs, students, parents, and school staff must work together. This collaborative partnership embodies Palmer's mission statement of, *Together, We Learn!* Throughout the Baldwinsville Central School District, school communities aim to provide a multitude of educational experiences that promote creativity, collaboration, and academic risk-taking, as well as varied extra-curricular opportunities that foster growth and allow all students to reach their fullest potential. In doing this, students become socially, emotionally, physically, and academically well-rounded individuals primed for success. By working together, all of our children can reach this attainable goal.

Thank you for your continued support in the education of your children. Undeniably, each one of us plays a crucial role in contributing essential elements that will make Palmer Elementary a wonderful environment for students to learn, grow, and succeed.

Sincerely,

Alexander F. Ewing
Principal

Baldwinsville Central Schools Mission and Vision

To provide every student with the educational experiences and opportunities that will foster the full development of his or her potential.

Through a cooperative effort of the total community, we will create an environment which inspires a desire for life-long learning, fosters mutual respect, instills a positive philosophy about the worth of participatory citizenship, and empowers all individuals to reach their full potential.

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MAIN OFFICE TEAM

Main Phone 638-6127
Fax 638-6275
Health Office 638-6129

7864 Hicks Road
Baldwinsville 13027

Mr. Alexander Ewing
aewing@bville.org
Principal

Mrs. Jennifer Harrington
jharrington@bville.org
Secretary/Main Office

Mrs. Shelby Huntington
shuntington@bville.org
Admn. Aide/Attendance

Mrs. Hande McDonald
hmcDonald@bville.org
Social Worker

Mrs. Jill St.John, RN
jstjohn@bville.org
Nurse's Office 638-6129

Mrs. Mary Hickey
mhickey@bville.org
School Psychologist
638-6145

Palmer Staff

Kindergarten

Mrs. Nina Checksfield nchecksfield@bville.org
Mrs. Rena James rjames@bville.org
Mrs. Mindy Howard mhoward@bville.org
Miss Amy Klymkow aklymkow@bville.org
Mrs. Ashley Vernyi avernyi@bville.org

First Grade

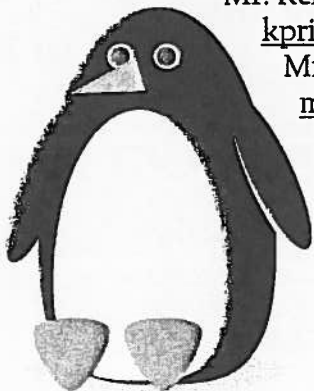
Mrs. Erika Furr efurr@bville.org
Mrs. Jillian Reeves jcreeves@bville.org
Mrs. Nicole Vaughan nvaughan@bville.org
Ms. Marriah Gough [mgough@bville.org](mailto:mough@bville.org)
Mrs. Caylyn Leier cleier@bville.org

Second Grade

Mrs. Cindy Edwards cedwards@bville.org
Mrs. Lisa Lasinski llasinski@bville.org
Mrs. Justina Northrup jnorthrup@bville.org
Mrs. Cari Richardson crichardson@bville.org

Third Grade

Mrs. Emily Caster ecaster@bville.org
Mr. Keith Pritchard
kpritchard@bville.org
Mrs. Maura Schuetter
mschuetter@bville.org
Mrs. Heather Kowalski
hkowalski@bville.org
Mr. Gene Lang
elang@bville.org
Ms. Nicole Finger
nfinger@bville.org



Fourth Grade

Mrs. Felicia Graham fgraham@bville.org
Ms. Michelle Jones mjones@bville.org
Mrs. Tessa Mellnitz tmellnitz@bville.org
Mr. Michael Vail mvail@bville.org
Mr. Gene Lang elang@bville.org

Fifth Grade

Mrs. Patti Cottrell pcottrell@bville.org
Mrs. Suzi Kick skick@bville.org
Mrs. Clare Pearce cpearce@bville.org
Mrs. Barbara Stack bstack@bville.org
Mr. Michael Vail mvail@bville.org
Mr. Gene Lang elang@bville.org

Special Area Teachers

Art-Mr. Chip Miller rmiller@bville.org
Library-Mrs. Lynnette Planck
lplanck@bville.org
Music-Mrs. Christine Isbell cisbell@bville.org
PE-Mr. Andrew Ehle aehle@bville.org
Orchestra-Mrs. Rebecca Dusart
rdusart@bville.org
Band-Mrs. Donna Cole dcole@bville.org

Reading/Speech/Math

Mrs. Patrice Murphy pmurphy@bville.org
Ms. Mo Murphy mmurphy@bville.org
Mrs. Shelley Quilter squilter@bville.org
Mrs. Kimberly Hodgson khodgson@bville.org

Food Service- Ms. Lauren Gersbacher
lgersbacher@bville.org

Palmer School Hours

Students Enter School 8:35-8:50 AM

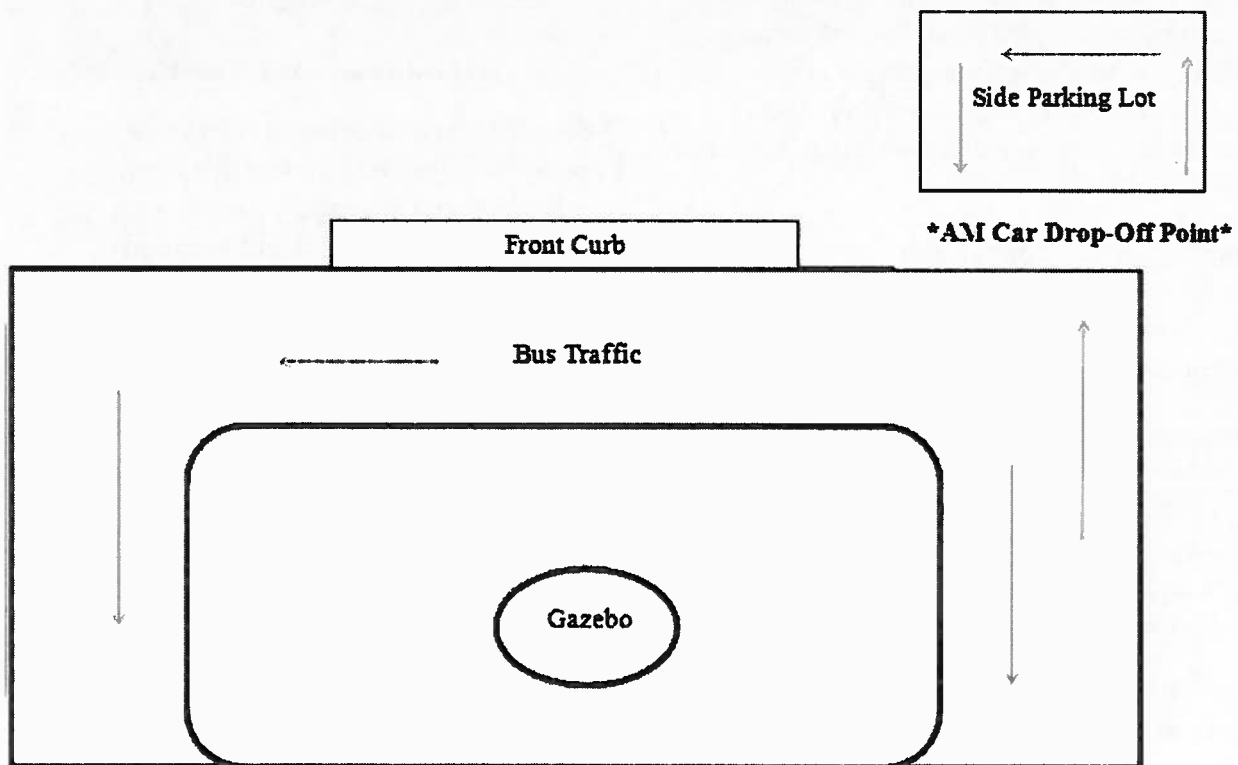
Announcements Begin 8:50 AM

Parent Pick-Up Dismissal 3:20 PM / Bus Dismissal 3:25 PM



- Students must arrive after 8:35 AM; there is no supervision prior to this time. School buses will arrive to school between 8:30-8:45 AM, with students entering the building at 8:35 AM. When dropping off children in the morning, please turn into the parking lot on the right and let the students out of the car at the corner of the sidewalk. Cars are not allowed to enter the bus circle during this time. See diagram below. This helps us keep the students safe and cars out of the bus traffic.
- Students being dismissed for parent pick-up will be released at 3:20 PM. When picking up your children in the afternoon, please do not park in the bus loop. Staff members responsible for duty may request identification to ensure the safety of all students.

Palmer Traffic Pattern



Visitors are asked to report to the main office and check in prior to moving about the building. Office staff will request a reason for your visit when you push the doorbell requesting entry. Please identify who you are, and bring in your driver's license so a tag may be generated for your visit. School district personnel will be wearing identification badges.

Health Office Information

Health assessments are made by the school physician, nurse practitioner, or the school nurse. Individuals with symptoms of communicable disease will be referred to the family, urging diagnosis and treatment by the family physician. Contacts of individuals with symptoms of a communicable disease are to be screened as appropriate to contain the spread of infection and referred, under the New York State Public Health Law, or Educational Law, to the Onondaga County Department of Health. As necessary, school employees will work in collaboration with the Health Department to prevent the spread of any disease.

Parent Note: The District practice is that being out of PE because of illness can happen for one day with a parent note; the restriction includes play time. After that a parent note is needed. Since PE is only every 4-5 days - if an illness extends that long, parents should consult with their provider.

Immunizations: Public Health Law requires that each child be up-to-date with New York State immunization/health requirements before entering school.

Insurance Information: To find out about low cost or free health insurance, call United Healthcare at 1-800-339-5380. You can also call the Onondaga County Health Department at 425-3236 for information regarding low cost or free health and dental insurance.

Guidelines for Medication: Occasionally, it may be necessary for a student to take prescribed medication during school hours. The New York State Education Department allows medications to be administered under the following conditions:

1. Written permission from the parent and physician must be provided containing the following: student's name, name of the

- medication, dosage, time to be given, and reason for medication.
2. The parent or guardian must deliver the medication in the original prescription bottle to the Health Office. **Students may not carry medication to school.**
3. If an over-the-counter medication such as aspirin or cough syrup is needed for a student, the same guidelines apply. It is not legal for the school nurse to administer any medication, prescribed or over-the-counter, unless prescribed by a doctor.
4. Any changes regarding a student's medication should be made known to the school nurse immediately.
5. There are also specific guidelines about medication on field trips and your child's teacher or the nurse will discuss this with you, if applicable.
If you have any questions, please call the school nurse at 638-6129.

Attendance and Tardiness

School attendance is both a right and a responsibility. The Baldwinsville Central School District is an active partner with students and parents/persons in parental relation in the task of ensuring that all students meet or exceed the New York State Learning Standards. Because the district recognizes that consistent school attendance, academic success, and school completion have a positive correlation, the district expects all students to attend scheduled classes.

1. This expectation serves as a clear and constant reminder of the importance of attendance in instruction, enabling the student to:
 - a. Learn subject matter and increase academic performance.
 - b. Develop responsible school work/study habits.
 - c. Prepare for his/her future in the work place and community.
2. This expectation provides for the known whereabouts of every student for safety and academic reasons.



3. This expectation maintains that the parent(s)/person(s) in parental relation are responsible for the regular attendance of their child(ren).

It is the responsibility of the parents and students to see that the student arrives to school on time. When tardiness/attendance becomes a concern, the principal will send the student's parents a copy of the attendance record and request their cooperation. Formal letters are sent automatically to parents beginning with 7 absences and/or unexcused tardies in a quarter, reminding families of the importance of attendance.

If a student's tardiness and/or absenteeism continues to be a problem:

1. A letter will be sent to the parents requesting a personal conference as soon as possible with the school social worker.
2. The attendance officer may visit the home to verify absences.

If there is no immediate and drastic improvement in a chronic attendance problem, the principal will refer the case to the Onondaga Department of Social Services for educational neglect.

Teachers are not expected to make up the student's lost instructional time, or give the student make-up work for unexcused absences (including vacations). If a signed written excuse or contact with the parent is not made in four days after the student returns to school, the absence will be recorded as illegal.

New York State Law requires school boards to adopt a policy implementing procedures to notify parents if their child is absent from school and the parent has not notified the school. The Baldwinsville School System has implemented this mandate. In order to minimize the

interruptions at your place of employment, we request that you call the school daily to let us know that your child will be absent or will arrive late to school. If you wish to call during non-school hours, you can leave a message. Please call 638-6127 between 4:00 PM and 8:00 AM, as well as holidays and weekends to report an absence and leave a message on voice mail; otherwise, please call the main office as soon as possible on the morning of any absence. **On the voice mail, leave your child's name, reason for the absence, and the teacher's name.** If you do not call in an absence, we will need to contact you at home or work.

This system will ensure that both home and school are aware of the whereabouts of each absent child, thereby discouraging the chance of missing or lost children.

If your child comes to school after 8:50 AM, the child must report to the office to be signed in and to get a late pass. This will prevent the child from being marked absent.

Students Excused During the Day

Please send a note to school with your child on the morning of any appointments. The note will come to the office and your child's name will be recorded in our early dismissal book. When you pick up your child, please come to the office, **not the classroom**, and we will call your child down. If someone other than yourself will be picking up your child, please indicate that on the note.

Homework/Assignments During Absence

If a student is absent from school, the parent/guardian is invited to call the office to request assignments prior to 10:00 AM. School work may be picked up in the main office or may be sent home with another student.

Custody Arrangements

If there is any legal custody or divorce settlement information that the school should be aware of regarding a student, notify the school office in writing. This information **MUST** include printed copies of pertinent legal documents pertaining to custody arrangements, residential custody, joint custody, orders of protection, etc. It is extremely important that the school knows if a student is not to be released to a specific person. Once again, there must be a written legal document. A handwritten note is **NOT** sufficient. This information needs to be brought to the school's attention each school year and as situations change. Non-custodial parents have the legal right to receive information about a student unless there is a specific court order stating otherwise. The non-custodial parent needs to notify the school office regarding his/her wish to receive newsletters, report cards, progress reports, and other such information.

Delays and Emergency Notification Systems

Sometimes, due to bad weather, power outages, etc., school may be delayed for an hour or two. Please check local radio or television announcements about delays. You may also be notified by the District's notification system using the phone or email. A one-hour delay means that the late bell will ring at 9:50 AM and that students may not arrive to school before 9:35. A two-hour delay indicates that the late bell will ring at 10:50 AM and that students may not arrive to school before 10:35 AM.

School Messenger Notification System

The district uses this message system for important notifications to parents, as well as emergency messages, such as school closings. Messages are sent via the telephone and emails. Parents automatically receive these messages. You do not have to register to receive them;

however, parents can opt in to receive the messages as text messages. To opt in for text messages, provide Palmer with your cell phone number. This update will be effective within 24 hours, after which you can text the word YES to 68453 from your wireless device. Please note that the district does not pay for text message charges that may be incurred by you for sending or receiving text messages. Check with your wireless carrier for possible charges.

The district also has a free mobile app you can download from the app store or Google Play. The app includes news, notifications, calendars, menus, and staff directory. Search for the Baldwinsville Central School District.

Palmer families are invited to "Like" L. Pearl Palmer Elementary on Facebook and check our site [lpearlpalmerelementary.blogspot.com](http://pearlpalmerelementary.blogspot.com) for program updates and events.

Bicycles/Scooters/Skateboards and Roller Blades

Because of the danger and traffic surrounding Palmer, students should not ride bicycles, skateboards, roller blades, etc. to school. Students are not permitted to wear sneakers or shoes with built in wheels of any sort as they are dangerous in the hallways and classrooms.



Cafeteria Services



Students may buy a hot lunch, sandwiches, milk, ice cream or snacks, or they may bring a lunch. Prices appear on the monthly menu and are subject to change without notice. The price for breakfast is \$2.00. The price for lunch this year is \$2.85. The price of milk alone is \$.75 and ice cream is \$.75. Families may apply for the federal free/reduced lunch program. Applications are mailed out with the District calendar in August. They are also available in the school office and District office.

Please see that your child has a lunch or lunch money each day. Some parents put emergency lunch money in a place in the book bag. Information on how to register for the mySchoolBucks lunch payment program is available on the Food Services page at www.bville.org. Having a lunch or lunch money may seem like a small thing, but it is really important and ensures that your child has a good learning experience in the afternoon. We really appreciate your help with this.

Learning Commons/Library Media Center Information

Our library/media center/learning commons is available to all Palmer students and staff. The LMC is open daily from 8:35 AM to 3:30 PM for study, research, and browsing. Students attend library class each week. All students are taught computer skills in the computer lab as part of their LMC experience. Students at all grade levels are encouraged to sign out books, magazines, technology, and other materials from the school library. Our purpose is to instill the appreciation, need and love for books, reading, technology and learning with our students. We want children to respect the monetary value of books and materials. Therefore, all library books, videos, other technology, and magazines are to be returned to the library on time. If a student fails to bring back materials, the student may continue to use the library facilities, but may not sign out any materials until all overdue materials fees are paid. Students are still expected to complete all assignments involving the use of library materials.



Instrumental Music

Fourth and fifth grade students may elect to take band instrument lessons, and third, fourth, and fifth grade students may elect to take string lessons. Parents may rent instruments or borrow school owned instruments, if available. Students are given the opportunity to sign-up for a band or string instrument in June prior to the year they are eligible to play an instrument. Interested students may continue to sign-up through September. If you would like to receive information, or if you have additional questions, please contact Mrs. Cole for band or Mrs. Dusart for orchestra. Band and orchestra lessons are given during the school day, and students are responsible for any missed class work.

Classroom Parties and Celebrations

Each classroom celebrates birthdays in different ways; please contact your child's teacher about birthday or other celebrations. In order to prevent the spread of communicable disease/allergy problems, **only store bought foods will be allowed for school parties or other events for children.** Children may not share materials outside their classrooms. Also, so that students do not miss classwork or disturb the class, we do not have siblings from other classes go to birthday parties or other events with the exception of the 5th Grade Moving-Up Celebration.

Field Trips

Field trips are an important educational extension of classroom instruction, and various grade levels will schedule field trips during the year. For the safety, field trip permission forms must be completed for each field trip. Students without completed forms will not be able to participate and will remain at school with another class. There are special guidelines for students who take medication. The teacher

and/or nurse will organize this prior to field trips.

Homework

Homework is an assignment or a portion of an assignment to be completed or prepared outside of school. It is a meaningful extension of classroom instruction, helping a student develop independent study habits and practice skills. Homework will vary from day to day, depending on the subject matter. The time a child should be expected to spend on homework is:

| | |
|--------------|---------------------|
| Kindergarten | About 10 minutes |
| First Grade | About 10 minutes |
| Second Grade | About 20 minutes |
| Third Grade | About 30 minutes |
| Fourth Grade | About 40-50 minutes |
| Fifth Grade | About 50-60 minutes |

Additionally, students should read or be read to for at least 20 minutes every day. Reading to or with your child or encouraging your child to read independently and regularly, is one of the best ways to help your child become a better reader. Each grade level has a system for communicating with parents about a reading log which is used to keep track of the 20 minutes read each night. Your child's teacher will share information about the grade level's reading log on Curriculum Night and through information newsletters. If your child is exceeding the homework guidelines, please contact the teacher. A minimum of homework will be assigned during the first two weeks of school while students are establishing classroom routines.

Additional Homework Information for Grades 3-5: Daily assignments for homework are written on the whiteboard and remain there throughout the day. Therefore, the student has sufficient time to copy the assignments into his/her Homework Agenda/notebook. The

teacher will specify the exact date and time an assignment is due and the student is expected to turn in the assignment on time. Band, orchestra and chorus students may have a little extra homework on days when they have lessons and rehearsal sessions since they may be at music at a time available to work on it.

Pets/Animals

Because of allergies and sanitary issues, animals are discouraged from visiting the school. If a teacher would like a particular animal for a lesson or visit, the teacher must check with the nurse for allergies or other medical concerns and seek permission from the principal. The teacher will then contact the parent to give the guidelines.



Photographs/Social Media

The school district will request parental permission to use and take students' photographs through the District Office yearly. Volunteers and chaperones are reminded that they do not have consent to utilize photographs of the students other than their own child(ren). Please do not post pictures online or share photos taken during school events or field trips without direct parental permission.

Presidential 5th Grade Awards

We will be awarding fifth grade students the President's Award for Educational Excellence and the President's Award for Educational Achievement. These awards are signed by the President and sent to us by the U.S. Department of Education. They are designed to recognize outstanding achievement by students and are presented in fifth grade.

The criteria for the President's Award for Educational Excellence is for the student to have mostly 3's and 4's and no 1's on their report cards in grades four and five in ELA, math, science, and social studies--the core subjects. They also must have a 4 on the state math assessment or on the state English Language Arts assessment in grade four. As you can see, the criteria for this award are quite rigorous.

The purpose of the President's Award for Educational Achievement is to recognize students who show outstanding growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the President's Award for Educational Excellence.

This award should not be compared to the President's Award for Educational Excellence or be seen as a second tier award, for it recognizes a very different type of academic achievement. It is meant to encourage and reward students who work hard and give their best effort in school, sometimes in the face of special obstacles to their learning. Students receiving this award should demonstrate qualities such as high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.



Community Use of School Facilities

It is a goal of the Board of Education to ensure full utilization of school facilities. Community groups will be permitted and encouraged to use school facilities when such use is in compliance with established regulations, involves activities open to all residents of the district, will not damage facilities, and does not interfere with the school program. Requests for use of school facilities should be submitted to the building principal, except for the playground/athletic fields, which is submitted to the Director of Health and Physical Education. Authorization to use school facilities will be granted on a "first come, first served" basis. Evening activities/meetings involving students are generally limited to the cafeteria and gymnasium. Two week's advance notice is requested. School activities override the use of the building by outside organizations. There may be costs involved in using the building at times other than when the custodian is present. No one may charge for participation as with a business for profit.

Student Special Services

Instructional Support Team (I.S.T.): Whenever a staff member or parent has a concern about a child's educational progress and feels that the child needs more in-depth study, the case is referred to the I.S.T. The I.S.T. will review the case and make suggestions to the teacher regarding instruction. This information may be used to, for example, modify assignments. The Instructional Support Team uses a data-driven process called Response to Intervention, or RtI to measure student progress. The Palmer I.S.T. includes the school psychologist, literacy specialist, special education teacher, speech therapist, classroom teachers, principal, and other staff members as needed. If necessary, after a variety of interventions and modifications have been attempted the child

Do unto others
as you would have them
do unto you.

may be referred to the Committee on Special Education for further analysis.

Student Support Services: We have a full-time school psychologist and a full-time school social worker at Palmer who are available for general student support services and counseling. If you would like to find out more information, please contact our school psychologist or school social worker through the main office, 638-6127.

Marking Periods 2018-19

| Marking Period | End Date | Report Cards Posted Online |
|----------------|----------|----------------------------|
| 1 | 11/09 | 11/16 |
| 2 | 1/25 | 2/1 |
| 3 | 4/05 | 4/11 |
| 4 | 6/26 | 6/28 |

Parent Portal

Baldwinsville Central Schools utilizes the SchoolTool student management system. This parent portal provides parents real-time information from a safe login. Student report cards, attendance and discipline information is accessible to parents 24/7. Please contact the main office if you are unable to login successfully. A User Guide is available on the B'ville homepage.

Behavior Expectations

Behavioral expectations are stated with the intent of keeping students and staff safe and orderly throughout the school day.

1. School doors open at 8:35 AM. Students line up and enter the building in a calm, orderly manner and go directly to classrooms or breakfast. Students should

- not arrive on school grounds before 8:35 AM, as there is no supervision before this time.
2. Students move through the halls in a quiet manner, so as not to disturb classes.
3. Students and adults are polite and courteous to each other.
4. Students take care of their own property, other students' property, and school property. A student will have to replace or pay for the expense of replacing property which he/she damages or steals.
5. Intermediate level children may go to the lavatory unsupervised; however, if vandalism occurs, the individual/class/student body will be more closely supervised until there is assurance that the vandalism will not occur again.
6. Playground supplies are available. If supplies are exhausted through misuse or are lost or stolen, no new supplies may be available.
7. Students may use the phone for "IMPORTANT" calls only. This should be rare, since students can now call from the classroom, when it will not be an interruption to class.
8. Students go to and from the playground calmly and quietly so as not to disturb classes.
9. Students keep classroom areas neat, clean, and orderly. They are urged to display their written work and projects on bulletin boards in the classrooms, halls, and office for everyone to enjoy.
10. Students are expected to dress in a clean, neat manner. Children may not wear hats inside the school. Halter tops, mesh shirts, cut-off shirts, and short shorts are examples of improper attire. Also, clothes with inappropriate slogans or drawings may not be worn. We ask parents to please help us by monitoring student clothing before students leave for school.
11. Students will wear footwear designed for indoor wear. Students may not walk in stocking feet because of health and safety concerns. Students must have appropriate shoes to participate in recess.

12. Gum chewing is not permitted EXCEPT on special occasions as determined by the teacher.
13. Students are expected to stand in a respectful position when saying the "Pledge of Allegiance" and/or singing "The Star Spangled Banner."
14. Whistling, stamping feet, yelling, booing, etc. is not permitted in the cafeteria at assemblies. Students should demonstrate their displeasure by silence or their pleasure by applause.
15. Radios, CD players, iPods, DS's etc., and other hand held games are not permitted in school. Also, students should not bring cell phones, etc. to school as they are also not needed and could easily become lost or damaged. If there is an extenuating circumstance where you feel your child must have a cell phone in school, please contact the principal to discuss.
16. Children should not bring any toys or cards to school unless requested by the teacher for a special project. These items often get lost or traded causing further problems.
17. Dangerous items or any items that could be considered a weapon (or look like a weapon) are never permitted and will lead to suspension.
Please see the district code of conduct for a broader list of rules and responsibilities.

Cafeteria Expectations

1. Students will be polite and quiet when moving through the serving line, so that the kitchen assistants can hear student requests.
2. Straws, plastic ware, napkins, condiments, etc. are to be obtained when moving through the line, therefore, avoiding the need to return to the line.
3. Students may not move about the dining room without permission from the monitor in charge.
4. Food is to be eaten only in the dining room. Food is not to be played with or thrown.
5. Polite socialization among students is encouraged.

Severe Disruption

A severe disruption occurs when:

- A child willfully inflicts physical harm on another child or adult.
- A child willfully destroys property.
- A child overtly refuses to do what a staff member tells him/her to do.
- A child abuses, assaults, or threatens to assault a staff member.

Consequences:

The child will be escorted to the principal, or the principal goes to the child. The principal will deal with the severe disruption in one of the following ways:

1. Immediate parent/principal contact.
2. Immediate parent/principal conference.
3. Loss of recess.
4. Detention.
5. Out-of-school suspension.

Recess

Recess is a supplement to our physical education program and children go outside whenever possible to run and play in the fresh air. Teachers will not take their classes outside in inclement weather or when the temperature is in the teens or lower (below 20 degrees); therefore, please dress your child every day ready to go outside for recess period. If a child is well enough to be in school, then the child is considered well enough to go outside for recess. Of course, if a child has a doctor's note indicating that he/she should remain inside during recess, it will be honored. The following are the playground rules that we share with the children:



1. Use equipment appropriately: do not walk up the slide, jump out of the swing, sit on

the monkey bars, or do other things that could hurt yourself or others

2. Play appropriately: there should be no pushing, shoving, or other physical contact. Throwing snowballs or ice is dangerous and not allowed at any time.
3. Stay within the playground boundaries so adults can always see you.
4. Use good manners: take turns, walk quietly in and out of the building, use outdoor voices on the playground but don't yell or scream, and ask an adult for permission to go inside. Help pick up and take care of recess materials so that they stay in good condition.
5. Dress appropriately: In very cold weather, students must have appropriate clothing such as hats, coats, mittens, boots, etc. In warm weather, students must always wear shoes to avoid injury. Always stay out of wet or muddy areas so that your clothes do not become dirty or wet.
6. Treat others with kindness and respect: teasing or name-calling should never occur. Everyone should have a chance to participate in games and activities. If there is a problem, let an adult know immediately.



are flashing. Look both ways, watch for the bus driver for a signal to cross. Cross so that you have eye contact with the driver at all times.

- Large class projects may not be transported on the bus. All materials should fit in the lap of the student. Dangerous materials may not be taken on the bus.

Behavior:

Goal: To ensure a safe and pleasant trip for all children who ride a bus.

Responsibility: Student obeys bus rules; bus driver maintains good discipline; principal supports the bus driver; parents support the bus driver.

Belief: All students assigned to ride the bus are capable of obeying the safety rules.

Specific Bus Rules:

1. Students are expected to behave in a polite and safe manner.
2. Students must remain seated while the bus is in motion.
3. Students will not yell, whistle, or create loud noises.
4. Students will not use foul or obscene language or gestures.
5. Students will not stick their heads, hands, or arms out of the windows.
6. Students will not throw objects inside the bus or out of the windows.
7. There will be no smoking or lighting of matches or open flames.
8. There will be no verbal or non-verbal abuse of the driver.
9. There will be no spitting inside or out of the bus windows.
10. Students will not touch the controls or emergency exits.
11. Emergency exits are to be used only upon the explicit directions of the driver.

School Bus Information

General Bus Information:

- Students may not get on or off the bus except at their designated stop.
- Students may not ride a bus other than their assigned bus except in an emergency and with prior parental and school permission. All bus notes should be handed in to the teacher in the morning.
- Students should be at their stops on time, at least five minutes prior to the scheduled arrival of the bus. The bus will not wait for students who arrive late.
- Students should wait patiently and be orderly at the bus stop. They should never be in the road.
- Before crossing, wait until the bus has made a complete stop and its red lights

12. Students are to follow the driver's directions completely. If a student does not agree with the instructions, he/she should still comply. He/she may then appeal to the principal later.
13. Parents will be asked to pay for damages to the bus caused by students.
14. Students may not bring balloons, glass, or other objects on the bus that may present a danger or distraction to the driver or students.
15. These rules are the same for field trips or regular runs.

Bus Rule Infractions/Consequences:

- Physical abuse of driver
- Use of profanity or abusive language against the driver
- Smoking, use of drugs or alcohol on the bus
- Damage of school/bus property
- Possession of firearms or a weapon on the bus
- Other incidents deemed to be severe infractions by the building principal.

Consequences:

1st Referral: Minimum of 3-day bus suspension, parents notified (may require suspension from school.)

2nd Referral: 5-day bus suspension and/or principal may recommend a longer suspension to superintendent; parents notified.

3rd Referral: (Or more) Same as 2nd referral.

Severe Infractions/Consequences:

- Refusing to follow driver's instructions
- Unauthorized use of emergency exits
- Spitting
- Throwing objects inside or out of the bus
- Use of profane and obscene language
- Fighting
- Other infractions as determined by the building principal

Consequences:

1st Referral: Warning, school consequence, or 1-day bus suspension; parents notified

2nd Referral: 1-day bus suspension; parents notified

3rd Referral: 5-day bus suspension; parents notified

4th Referral: Same as 3rd, principal may recommend a longer suspension to superintendent; parents notified.

Palmer Events Calendar 2018-19

September

| | | |
|----|---------------------------------------|---------------------------|
| 11 | PTA Meeting | 6:30 pm |
| 14 | Fun Run Kick Off Assembly / Pep Rally | 2:45 pm |
| 17 | Band First Lesson Night (Grades 4/5) | 6:00 pm Ray MS |
| 19 | School Picture Day | All Day |
| 25 | Curriculum Night | 6:30-7:00 or 7:15-7:45 pm |
| 27 | Fire Prevention Presentations | TBD |

October

| | | |
|--------|----------------------------------|----------------------------|
| 4 | Fun Run | During Specials |
| 5 | Superintendent's Conference Day | No School |
| 8 | Columbus Day | No School |
| 10 | Fun Run Rain Date | During Specials |
| 24 | School Picture Retake Day | |
| 24 | Special Persons' Breakfast A-L | 8:00-8:45 am |
| 25 | Special Persons' Breakfast M-Z | 8:00-8:45 am |
| 24- 25 | Fall Book Fair | |
| 25 | Family Book Night | 5:30 - 7:30 pm |
| 30-31 | ½ Day Parent/Teacher Conferences | 11:30 am Student Dismissal |
| 31 | Halloween Parade | TBD |

November

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|-------|------------------------------------|----------------------------|
| 8 | Family Night | 6:30 pm |
| 9 | Veteran's Day Assembly / Reception | TBD |
| 12 | Veterans Day (Observed) | No School |
| 14 | PTA Meeting | 6:30 pm |
| 19-20 | ½ Day Parent/Teacher Conferences | 11:30 am Student Dismissal |
| 21-23 | Thanksgiving Recess | No School |

December

| | | |
|--------|-----------------------------|-----------------------|
| 6 | School-wide Hour of Code | 9:00am/10:00am/2:00pm |
| 7 | Community Event | TBD |
| 12 | Winter Concert (Grades 4/5) | 6:30 pm |
| 19 | Kindergarten Concert | 10:00 am |
| 20 | Primary Concert Grades 1/2 | 2:30 pm |
| 21-1/1 | Winter Recess | |

January

| | | |
|--------|------------------------------|-----------|
| 10 | PTA Meeting | 6:30 pm |
| 18 | PARP Kick Off / Author Visit | |
| 18 - 8 | PARP | |
| 21 | Martin Luther King Jr. Day | No School |

February

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|-------|---|----------------|
| 6 | Palmer Student Group Photos | |
| 8 | PARP Family Book Night / Literacy Night | 5:30 - 7:30 pm |
| 18-22 | Mid-Winter Recess | No School |

March

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|----|-------------------------------------|----------------------------|
| 5 | Enrichment Day | 3:30 - 5:30 pm |
| 11 | Grade 5 All-District Band Rehearsal | 6:30 pm Baker HS |
| 12 | Grade 5/6 All-District Band Concert | 7:00 pm Baker HS |
| 12 | PTA Meeting | 6:30 pm |
| 14 | ½ Day Parent/Teacher Conferences | 11:30 am Student Dismissal |
| 15 | Superintendent's Conference Day | No School |
| 19 | All-District Chorus Rehearsal | 6:30-8:30 Baker HS |
| 21 | All-District Chorus Concert | 7:00-9:00 pm Baker HS |
| 20 | Grade 5 Wax Museum | 6:00-7:00 pm |
| 26 | Get Ready for K Session 1 | 6:00-7:00 pm |

April

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|--------|---|------------------|
| 1-8 | NYS 3-5 ELA Assessments | |
| 4 | Science / Inquiry Fair (Grades K-5) | 6:30-7:15 pm |
| 8 | All-District Beginner Strings Rehearsal | 6:30 pm Baker HS |
| 9 | All-District Beginner Strings Concert | 6:30 Baker HS |
| 10 | PTA Meeting | 6:30 pm |
| 12-22 | Spring Recess | No School |
| 24 | Get Ready for K Session 2 | 6:00-7:00 pm |
| 25 | Family Night | 6:30 pm |
| 30-5/7 | NYS 3-5 Math Assessments | |

May

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|---------|---|----------------|
| 6 - 10 | Staff Appreciation Week | |
| 9 | Mother's Day Celebration (Grade 1) | 2:30 pm |
| 9 | PTA Annual Meeting with Member & Volunteer Appreciation | |
| 14 | Kindergarten goes to Dragons Love Tacos and Other Stories | |
| 14 - 15 | BOGO Book Fair | |
| 15 | Family Book Night | 5:30 - 7:30 pm |
| 22 | Kindergarten Egg Drop | 2:00 pm |
| 22-31 | Grade 4 NYS Performance Test | TBD |

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|----|--|-------------------------|
| 23 | Spring Band/Chorus/Orchestra Concert | 6:30 pm |
| 24 | ½ Day & Wellness Day | 12:15 Student Dismissal |
| 27 | Memorial Day | No School |
| 30 | 3rd Grade Recorder Concert / Ice Cream Social / Art Show | |

June

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|----|---|---------------|
| 3 | Grade 4 NYS Science Written Test | TBD |
| 4 | Grade 5 Orientation @ Ray Middle School | 9:00-11:00 pm |
| 7 | Father's Day Celebration (Grade 1) | 2:30 pm |
| 18 | Jack Gramlich Visits (Grade 1) | TBD |
| 19 | Olympics (Weather Dependent) | All Day |
| 21 | Rainbow Assembly | All Day |
| 24 | Moving-Up Celebration | 9:30 am |