

C-PP Mission

Students are the center of all we do



STANDARDS-BASED LEARNING

Hugh Gregg

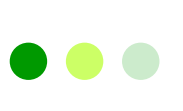
Elementary School



2011–2012



Student Handbook



Gregg Gators

Hugh Gregg Elementary School

**164 Flint Avenue
Corning, NY, 14870**

**School Phone:
(607) 962-1514**

**School Fax:
(607) 654-2815**

Website: <http://www.corningareaschools.com/gregg>

C-PP Administration Building: 936-3704

Kids Adventure/Gregg: 937-6040

DAILY SCHEDULE

7:30 am Office Opens

7:45 am Instructional Staff Arrives

8:00 am Breakfast Opens

8:20 am Students Enter Building

8:30 am School Day Begins/Tardy after 8:30 am

2:25 pm Kindergarteners Dismissed

2:30 pm Students Dismissed

3:15 pm Instructional Staff Depart

4:00 pm Office Closed

Note: Students may wait in the lobby no earlier than 7:45 a.m. for breakfast

Students are marked tardy after 8:30 am

The best time to contact teachers is from 7:50 - 8:15 am or 2:45 - 3:15 pm.

Food Service Policies

Depositing Money for School Breakfast and Lunch

*We promote the **prepayment of meals** whenever possible. This helps eliminate lost money and speeds up the serving lines during mealtime. Deposits can be made by cash or checks made payable to The School Lunch Fund at any school and the Board of Education*

building or by mailing checks to School Lunch Fund at 165 Charles St. Painted Post NY 14870 for more information contact our office at 607-654-2720. All monies should be given directly by students and/or parents to Food Service staff.

Cafeteria Charges

Incurring a negative balance by charging school meals is discouraged. When a student in good faith must charge a meal, administration will follow the policy determined by the Board of Education. Type of meals charged may be restricted to a cheese sandwich, fruit, and milk for students that incur a negative balance greater than permitted by policy. The policy can be found at www.corningareaschools.com

Notification and collection of negative balances will be made by phone call at least twice per week throughout the year. If no effort is made to pay off negative balance the district may withhold student privileges and pursue other legal means of collecting payment.

Free and Reduced Lunch

Students may be eligible for free or reduced lunch. There is only one application required per family. Families must re-apply each school year starting in September. Applications are available any time of year at www.corningareaschools.com/foodservice.cfm or by calling the Food Service office @607-654-2720. Anyone can apply. Eligibility will be determined by stated income. There is no negative effect on your local school district. This program is made possible through the USDA. If you have any questions or need help do not hesitate to contact the Food Service Office.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (866) 632-9992 (voice) or (800) 877-8339 (TDD). USDA is an equal opportunity provider and employer.



Visitors

Visitors are always welcome in our school! It is most helpful if you plan your visit in advance and request a time from your child's teacher.

All doors are locked including the main entrance doors. It is required that all visitors to our building report to the office upon entering and sign our guest book and receive a guest badge. This helps us to maintain a safe environment and prohibits unauthorized people from being in your child's school.

Weapons in School

New York State legislation has made the possession of weapons on school property or while attending a school-sponsored event unlawful. This includes any type of firearm (real or otherwise), knife, explosive, straight razor, arrow or any other deadly weapon. Any such weapon will be confiscated and if a potential violation of law exists, the appropriate law agency will be contacted.

A student who possesses a weapon or "look alike" is subject to suspension and possible expulsion from school.

We have had instances where children have brought toy guns, or similar look-alike weapons to school and not intended any harm or mischief. By law, this is now forbidden.

Keep Gregg School a weapon-free zone!



PRINCIPAL'S MESSAGE

Dear Student and Parent,

Welcome to Hugh Gregg Elementary School! We are so excited to have you be a part of this wonderful building filled with learning and opportunity! The staff is committed to continue the tradition of excellence that offers the best experiences and opportunities for our students.

This handbook is intended to provide you with important information to better understand our school. We hope you will enjoy your elementary years with us and find the experience a rewarding one. TOGETHER we can accomplish great success! Please feel free to call or visit the school.

Sincerely,

Ann M. Collins

Principal



Hugh Gregg School Mission Statement



Help all children learn and
Gain skills through experiences
leading toward
Success and happiness in life.

Tardiness cont.

stating the reason for their tardiness. They must stop in the Main office on arrival to sign in (and order lunch, if needed). Any student who arrives after the 8:30 a.m. bell is considered tardy.

Tardiness, whether the fault of the child or parent, will be excused only for the same reasons given under legal absences (page 8).



Telephone:

- The school telephone is a BUSINESS phone and is not to be used by students to make personal arrangements (such as requesting permission to go to another student's home after school).
- If a student has to stay after school, he/she may call home to make arrangements.
- In EMERGENCY SITUATIONS school staff will make calls home for students.



Testing:

New York State requires a test in Math and English Language Arts be administered to each child in grades 3, 4 and 5 each year. Results of these tests are used to determine if additional help is needed by individual students.

Additionally, NYS test is given in Science to 4th graders in the spring.

There are additional tests given to 2nd-5th graders called NWEA MAP tests. They are given twice a year and students take them on a computer. They are used to show individual student growth over time on a standardized set of criteria in Math, Reading, and Language Usage.



Student Rights and Responsibilities

All students have a right to :

1. Schools that are safe, orderly, and drug-free.
2. Clearly stated and challenging academic curricula presented by well-prepared teachers.
3. Courtesy and respect from each other and staff.
4. An explicit and consistently-administered discipline code.

As these rights are provided; responsibilities follow.

All students have a responsibility to:

1. Obey all school codes and local, state, and federal laws including those pertaining to illegal substances and weapons.
2. Perform all school work to the best of one's ability.
3. Respect the rights and feelings of others.
4. Accept consequences for individual actions, whether alone or in a group.

Summer School

When offered, the district Summer School program provides extra practice in reading, writing, and math skills. Typically it is scheduled for four weeks, Monday through Friday, for 3 hours/day. Teachers make recommendations based on students who show evidence that they would benefit from this additional practice and parents need to complete the proper paperwork.

Tardiness/Late to School

Arriving at school on time not only ensures a good education, but also positively builds personal habits and responsibilities. Students who are late must bring in a written note from home,



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Arrival and Dismissal Procedures:

Your child's safety is a priority for us. Please follow the safety guidelines outlined below.

Children Entering the Building:

1. Students who eat breakfast at school are invited to enter the building at 8:00 am through the main entrance at the Flint Ave. doors. Students who arrive before 8:00 will wait unsupervised in the lobby, unless this becomes a problem. They should finish by 8:25 or before and when they finish they should go outside and line up.
2. All Gregg School students will enter and exit through the Jennings Street doors in the Intermediate Wing of the building, except our bus students.
3. Students are expected to be in their classrooms by 8:30 am for morning announcements. (If the morning music has ended, the student should sign in at the office as tardy.)
4. Please plan for walkers or "drop-off" students to arrive so that the waiting is at a minimum. A staff member is on duty at 8:10 am. If a child arrives earlier, s/he is unsupervised. Please contact Kids Adventure Club/Pathways for before school care, if needed. Children should only enter the building early in the event of inclement weather, for intramurals or breakfast.

Traffic Routes for Dismissal

1. Jennings Street is closed to vehicles for arrival/dismissal. Traffic on Flint Avenue is one-way at all times. Flint Ave. is signed "No Parking" for students' safety and traffic movement (the police do ticket these areas) You may park on the east (Sly Ave. or Jennings), west (Jennings or Dodge), Davis St. or our parking lot.



Student Support Services:

Guidance Counselor: Our Guidance Counselor provides lessons and is available one day a week to work with small groups or individual students on a limited basis. The Counselor coordinates our school-wide Character Education Program and acts as a liaison between the elementary and middle schools.

Resource Room: The Resource Room staff provides special education services for students who may struggle academically and have been classified by the Committee on Special Education (C.S.E.).

School Psychologist: This person is a member of the evaluation team for those students considered having a disability or mental giftedness. The psychologist is trained to administer a variety of assessments including individual intelligence tests, achievement tests, curriculum based assessments, and personality inventories.

School Social Worker: Full-time assistance is available for students and parents to address a wide variety of school-home situations.

Speech Therapy: Speech and language services are available to eligible students. All kindergarten students participate in an annual screening.

Remedial (AIS) Services: Students with special needs may be eligible to receive additional instruction in math, reading and written expression based on standardized test score results or teacher recommendation.



Smoke-, Alcohol- & Drug-Free Environment

Smoke-Free Environment: The District recognizes that tobacco use represents a health and safety hazard, which can have serious consequences for both the user and non-user.

According to district policy, tobacco use shall not be permitted on school grounds or in vehicles used to transport students or staff members.

Smoking by adults or students is not permitted in the building or on school grounds. It is a violation of the New York State Clean Indoor Air act and Federal Laws.

Alcohol and Drug-Free Environment: No adult or student may use, possess, or distribute alcohol or other substances, on school grounds or at school sponsored events. "School Grounds" means all buildings, structures and surrounding outdoor grounds contained within the District's defined boundaries.

Use of drugs or alcohol by adults or students is not permitted in the building or on school grounds.

Snack Policy



Individual classrooms establish whether there is a snack time in the daily schedule. As a building expectation, we request that only **healthy, "easy to eat" snacks** be sent in during this time. Examples would include: fresh or packaged fruit/veggies, healthy crackers, certain cereals, and granola bars. We strongly encourage you not to send in cookies, candy and foods high in fat/sugar as they do not promote the good nutrition that we are trying to instill and do not help them sustain their energy throughout the day.



Traffic Routes for Dismissal, continued

2. Students in grades K-3 are dismissed directly to the adult that we have been advised will pick up. Advanced written notes are the most effective. Students may walk to the Youth Center as long as that has been clearly communicated to us.
3. Adults are asked to meet their child behind the black top near the playground so there is room for the students as they exit the building. It is best if they know who to look for and where to look for that person.
4. Please do not park in the center of the parking lot as it creates congestion. Parking the car, and walking toward the school helps us to dismiss your child safely.
5. If you need to pick your child up early, please send in a note, otherwise, please meet your child with their class rather than at the main office.
6. Early Dismissal/Change of Dismissal—To ensure the safety of each child, we do not permit children to change their normal "go home" routine unless we have a note or phone call from the parent/guardian (cannot be from a family friend, baby sitter, relative, etc.). It is important that any such requests are made by 11:00 a.m. so that notes can be placed in teacher's mailboxes for pick up during the lunch period. It is not always possible for Office staff to comply with late-in-the-day requests. Please ask for our assistance only in emergency situations.
7. PLEASE drive slowly and carefully since so many children are in the area.



Art Program

The primary purpose of the art program is to provide the students with creative, successful art experiences (both 2-D and 3-D) while learning to use and explore a wide range of art materials. Art classes are 30 minutes for K-3 and 45 minutes for 4th & 5th graders.

The artwork that is framed and displayed throughout the building has been selected by the staff and student body from previous entries in the local art exhibit. In the past, the six works that received the highest number of votes were framed and displayed throughout the building. The PTA supports the purchase of the frames. We are fortunate to have such a unique display to enjoy!

Assemblies

Assemblies are planned periodically as special events (cultural presentations, science demonstrations, music programs, and students' awards) as a supplement to our regular educational program.

Parents and visitors are welcome to attend, however we ask that they wait until all students have entered before using available seating.

Attendance

Following admission to school, all students are expected to be in attendance every day, unless ill or absent due to an excused absence. Students who attend school regularly perform better in school.

All absences and tardies require a **written note** from the parent upon the student's return to school. No e-mails will be accepted. Children may be released from school for doctor and dentist appointments but they are expected to return to school upon completion of that appointment, if at all possible.



Playground/Recess

Children are expected to go outside for a 15-minute recess period each day. Because we have an outside recess period as often as possible, we urge you to be sure that children are dressed appropriately for the weather. If students do not complete their assigned work, they may be asked to stay in during this time until it is completed.

PTA Activities



The PTA is organized and exists for the benefit of all Gregg Elementary Students. Parents are encouraged to purchase a membership and participate in all activities. They help plan and organize several family activities throughout the year. Ideas for new activities are always welcome. You are invited to attend the monthly meetings which are scheduled on the 1st Tuesday at 6:30 pm.

Report Cards



Report cards are provided to students and parents every ten weeks. The first formal report to parents takes place through a Parent-Teacher Conference in the Fall. We ask that you sign and return the report card/envelope each marking period indicating that you received this information. The final report card is handed out on the last day of school in June.

Report Cards for Kindergarten through 5th grade will be sent home in November, February, April, and the last day of school.

School Store

The Student Council operates a School Store as a learning experience on a non-profit basis. The store is open in the morning before school on Tuesday, Wednesday, and Thursday. It is located in the main lobby. Typical items include: pencils, erasers, crayons, markers, folders and notebooks, and items usually sell for \$1.00 or less.





Gregg Gators

Instrumental Lessons: Beginning in 4th grade, students may receive weekly instruction in small groups or individually, on personal or district-owned wind or percussion instruments. Students are responsible for making up the work they miss while at their 30-minute lesson.

Band: Students who have satisfactorily demonstrated pre-requisite skills participate in the band. The band performs during the winter and spring concerts and at other special functions.



Physical Education

- Participation in physical education is required by education law.
- It is expected that each student will be in attendance, correctly dressed with sneakers, and ready to participate.
- In order to be **excused from P.E. class:**
 - *Students may be excused from physical education one (1) day based on a parent's note or telephone call and with the approval of the School Nurse.
 - *For a prolonged excuse, a doctor's note is required which indicates when they can participate again or what specific limitations the child is under.

Pictures

Individual student pictures will be taken in October (make ups in November). Every child has a school picture taken each year for school records. The PTA conducts a school picture sale for those families interested in purchasing the packets. The students typically receive a complimentary memory/yearbook each spring.



Hugh Gregg Elementary School

Attendance, continued

If you plan to pick your child up for such an appointment, please send a note in the morning advising the teacher and the school of your intentions. When you arrive at school, please come in to the office and your child will be called to the office. For your child's safety, we will not send your child outside to wait for you.

We would appreciate a call to the school (962-1514) if your child is absent. If you do not call, the school will attempt to contact you to determine the reason for your child's absence.

Excellent attendance is valued at Gregg school. Students who are habitually absent or tardy (10 or more days) will follow the district's procedures which includes receiving a letter from the principal, a parental meeting with the principal, and possibly the initiation of a PINS Petition. The school will work with families to encourage better school attendance.

The only legal reasons for absence from school are: sickness, sickness or death in the family, excused absence for part of the day, impassable roads, religious observance, required court appearance, music lessons (an hour per week) or attendance at a Health Clinic.





Bicycles

There is a bike rack located on the blacktop near the Jennings St. entrance. We recommend that parents record bicycle registration and serial numbers and provide a locking device for their child's bike. Bicycles are not to be ridden on school grounds or sidewalks; please walk them. Current state laws mandate children wear safety helmets and we enforce this regulation at school.



Birthdays

We celebrate birthdays at Gregg School with their special day announced on the morning announcements and a birthday pencil from the principal. If you choose to celebrate your child's birthday in school, we ask that you provide a simple treat that can be shared in 5-10 minutes. Cupcakes, cookies, fresh fruit, or ice cream from the cafeteria are suggestions. Please contact the teacher 2-3 days in advance so time can be allotted.

We ask that invitations to out-of-school parties NOT be distributed in school, unless all classmates will receive one. This will eliminate the possibility of "hurt feelings" by those children who do not receive an invitation. The school may not provide student addresses or telephone numbers but you may use the student directory.

Building Leadership Team (BLT)

The BLT is a committee of staff, parents, and community members directed (by district and state policies) to identify and promote actions to improve student achievement. Parent representatives are selected by the PTA and typically serve for two years. BLT activities are regularly reported at PTA meetings. Please contact the school office or the current PTA president if you would like more information.



Life Threat Policy & Procedures cont.

We constantly remind students of the in-appropriateness of such remarks, whether they are implied or stated directly. No excuse is acceptable, and it will not be tolerated as a "joke."

We strongly encourage students to report these incidents to the nearest staff member immediately. Parents can help by discussing "life threat" comments and actions with their child. Our school must be a safe place to learn for all students!

Lost & Found

The "Lost and Found" is near the Health Office and by the cafeteria. Please mark students' clothing and other personal belongings with child's name, especially lunch boxes and jackets. Unclaimed items are displayed twice a year and then eventually donated to a local charity if they remain unclaimed.



Music Programs

Vocal music instruction is provided each week to children in grades Kindergarten through Fifth. Children learn music through singing, listening, reading, moving and creating. Attention is given to pitch, rhythm, notation and harmony.

Chorus: We encourage each student in 4th and 5th grade to participate in chorus. The Chorus meets after school each week throughout the year. Students rehearse for Winter and Spring Programs. Requirements are an interest in music, responsible behavior, and regular attendance.



Instructional Support

The Student Success Team (SST) is a team of teachers and learning specialists who work with parents to create and implement learning plans for students who are having difficulty. The S.S.T. will provide customized assistance to support any child at risk. We will attempt to provide a range of accommodations within the regular classroom as much as possible while offering small group and individual assistance as needed. Children needing additional support or more intensive services may be referred to the Committee on Special Education (CSE) through this process, if necessary.



Library

The Gregg School Library houses a well-rounded collection of print and non-print materials as well as access to a well-equipped computer lab. Many new titles have been donated thanks to the PTA. The Librarian meets with each class weekly for literature appreciation, story hours, skill instruction and book exchanges. Additionally, classes visit the computer lab on a regular schedule for a variety of instructional opportunities.

Life Threat Policy & Procedures

A life threat, whether towards self or others, is taken very seriously at Gregg School and the children are taught this early in the year. Our district has a set procedure that is followed in the event that one is reported. The involved student/s is/are interviewed by the counselor or social worker, and the principal is notified. Parents are contacted and additional follow up steps may include police intervention, evaluation with Mental Health staff, suspension, and/or other disciplinary action.



Cafeteria Services/Breakfast/Lunch

A cold breakfast is available each morning for all students who choose to eat at school. It is served from 8:00 - 8:20 am. Although the price is subject to change, the full price cost is \$1.30 and the reduced price is 25¢.

Students have the choice of buying a complete lunch in the school cafeteria (\$2.05) or bringing a lunch from home and buying milk (50¢.) A lunch menu is sent home each month (it can also be found on the district's web page). Please refer to the menu for daily lunch choices. Students may buy a snack item and eat it after their regular lunch.

Lunch is served between 11:00 - 12:45. Children have ~20 minutes to eat lunch and are expected to display good manners and appropriate behavior at all times.

Reduced price (25¢) and free meals are available for families who meet the eligibility requirements. We encourage families who qualify to take advantage of this opportunity. All students accounts are managed on a computerized system and parents may pay in advance on their child's account. Checks are payable to **School Lunch Fund** and can be paid in our cafeteria.

See back inside cover for more food service information.

Cell Phones and Portable Electronic Devices

Students are not allowed to use cell phones or other electronic devices such as portable CD players, MP3 players, iPods, video games, etc. at school. There will be a range of consequences from warning to confiscation (with return to the parents).





Change of Address

If you move but are still living in the Gregg School attendance area or you have changed your phone number, please let us know. This is most important if we need to reach you in the event of an emergency situation.



It is important that you notify the school as soon as you know you will be leaving the Gregg attendance area. You should register your child in the “new” school. We will automatically send all student records to that school once you have registered and they request records from us. If you would like to have your child remain at Gregg School following such a move, please request a “transfer request” form from the office and include the details of such a request.

SEMT Team

Gregg School has a team of staff members who regularly discuss preventative measures and practice effective ways to respond in the event of a crisis situation. We call this team the SEMT (School Emergency Response Team) and throughout the year, this is the group who plan the various safety drills. Letters will go home when we practice our announced Lockdown and evacuation drills.

Code of Conduct

Students are part of a global society that sets certain expectations of behavior. The Gregg School family will show pride for our school and will be guided by the following principles:



Pupil Accidents

- Should an injury which may require further medical evaluation occur, the parent(s) will be notified immediately by the school.
- If the parent can't be reached, the person designated as the emergency contact will be phoned.
- In the event of serious injury and no contact can be made, the school physician or the family physician may be contacted.
- In all cases, emergency first aid will be given. It is VERY IMPORTANT that the student's emergency information be accurate and up to date.



Accident Insurance

- The school maintains accident insurance coverage on most types of accidents occurring on the school premises.
- School insurance takes effect only after your own health insurance has run out.

It is most important that all accidents be reported IMMEDIATELY!



Intramurals

A special intramural program is held by the P.E. teacher for all interested 4th and 5th graders. This program is held on Monday, Wednesday and Friday mornings from 7:45-8:25 am. Any student arriving after 7:50 will be unable to participate due to safety concerns. Students may choose which activities throughout the year to attend.




Gregg Gators

3. Scoliosis screening, visual and auditory screening and recording of height and weight are done annually for students. If the examiner determines a need for further evaluation by a professional, a notice will be mailed to the parent(s) and a follow-up telephone call will be made.

Medications in School

Generally, school personnel are prohibited by law from giving medication to children. In urgent cases, the school may give medication by the following regulations:

1. Medication will be given only when a "Physician's Order for Giving Medication in School" form has been filed with the School Nurse.
2. The parent is responsible for an adequate supply of medicine in a drug store container, labeled properly with the directions and the child's name.
3. All medication is secured in the Health Office. Parents are requested to bring the medicine to school and deliver it to the nurse. 
4. No change in dosage or frequency can be made without a physician's order. This includes inhalers and syringes needed for asthma, allergic reactions, etc.
5. Aspirin, cough drops or other non-prescription drugs will not be administered in school unless the same procedure is followed.

For your child's protection and the safety of other children, a student cannot bring his own supply of medicine to school nor take medicine without supervision.






Hugh Gregg Elementary School

1. Be respectful
2. Be courteous
3. Be prepared
4. Be safe
5. Treat others as you wish to be treated.
6. Try your best at all times.

Based on the six principles, a Gregg School Student is expected to:

- Keep hands and feet to himself/herself
- Walk in the building quietly at all times.
- Sit properly in the chair without tipping or rocking
- Leave all toys at home (unless directly related to a classroom project of activity).
- Treat students, staff and visitors in a kind, cooperative manner.
- Use appropriate language that will not be harassing, intimidating or abusive. Name calling, cursing, swearing or inappropriate language is unacceptable.

Note: To insure students' safety the following guidelines have been developed.

- SHOES WITH WHEELS, SKATEBOARDS, ROLLER BLADES, BASEBALL BATS AND HARD BALLS OF ANY KIND ARE NOT ALLOWED AT SCHOOL. 
- GUM, HARD CANDIES, BALLOONS AND OTHER CHEWABLES ALL CREATE CHOKING HAZARDS AND ARE PROHIBITED DURING THE SCHOOL DAY, UNLESS SPECIFIED BY STAFF 
- CHILDREN ARE NOT TO BRING ANY KIND OF GLASS OR AEROSOL CONTAINERS TO SCHOOL. 





Communications

Contacting Your Child’s Teacher



- Please contact teachers between 7:50 and 8:15 a.m. or from 2:45 to 3:15 p.m. During the school day a message may be left with the School Secretary **prior to 2:00 p.m.**

School “Mail”

- Letters and reminders are sent home periodically as necessary in the folder provided by the PTA.
- We expect families to check the GREEN PLASTIC COMMUNICATIONS FOLDER DAILY. Additionally, the backpack should be checked regularly, as well.



Parent Conferences

- In Kindergarten through 5th grade Parent-Teacher conferences are held in the fall and spring. Conferences are scheduled for half days in October, November, and March. Additional conferences outside of these times may be requested by teacher or parent at any time.



PTA and Newsletters

- The Parent Teacher Association (PTA) distributes a very useful monthly newsletter, The Gator Gazette, and additional announcements regarding their projects and activities. Please check your child’s folder/backpack daily for this information.



will assist you in being sure that your child’s education is continued uninterrupted. If you or your family lives in any of the following situations: In a shelter, vehicle or campground, on the street, in an abandoned building, trailer, or other inadequate accommodation or; doubled up with friends or relatives because you cannot find or afford housing, migratory children living in these conditions, then your children have rights under the McKinney-Vento Homeless Education Assistance Act.

Homework

The purpose of homework assignments is to extend and reinforce the learning, and develop a sense of self-discipline, personal responsibility, independent thinking, and good study habits. Good homework habits correlate directly with success in school. At Gregg School, there is an expectation that WEB books will be read regularly as a homework assignment. OTEAM recognizes responsible habits in grades 3-5.

Requests for Homework

1. For an extended illegal absence (family vacation), the teacher may provide only texts and approximate work to be covered. Advance notice is required.
2. For legal absences, parents may request work to be sent home.
3. Requests for homework should be made by 9:00 a.m. for pick-up after 2:30 p.m. Assignments are generally left in the Office.

Health/Illness/Injury/Nurse’s Office

Physical Examinations

1. In accordance with the State and district policy, all children in grades kindergarten, two, four, and new students entering from outside this district will receive a physical.
2. If your child has had an examination by your family physician, it is not necessary for him/her to be examined a second time. However, the school will need a copy of the physician’s report. Otherwise, the school physician will check the child. School physicals are usually done in October.



Contact Information

At the beginning of each year your child will bring home a Student Information Change Sheet. This page contains the information in our database and we ask that you update such areas as home address, telephone numbers. Especially important is identifying a person other than a parent or guardian to contact during the school day, should an emergency arise.

Throughout the school year, parents are asked to report any changes in their address, employment and telephone numbers. This will enable us to keep the database updated. Also, please report any changes in your child's medical history such as allergies, immunizations, medications, surgery, vision or hearing problems, etc. to the Health Office.

Field Trips

Field trips are scheduled by teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to community resources. It is not necessary for parents to sign permission forms for such trips although, parents will be notified by the classroom teacher when their students are scheduled to participate in field trips. Occasionally, teachers may contact parents to attend field trip outings with their children. In such situations, pre-school age children are not permitted to accompany the parent.

Halloween

Gregg School acknowledges Halloween with celebrations in individual classrooms. Instead of wearing costumes, we wear the colors orange and black on that day.

Homeless Education Services

The District provides for children whose families are in a homeless situation. If you consider yourself homeless based on the description below, then please contact the main office. The office



Communications, continued

- Monthly school updates are shared at PTA meetings. The dates can be found on the school district calendar. (Generally, the 1st Tuesday of the month.)



Assignment Notebooks

- The school provides an assignment notebook for each student in grade 3, 4, and 5. It is expected that these tools are used by every student to assist in communicating assignments and upcoming assessments to parents. They help contribute to our OTEAM in those grades.



School Closings

- For EMERGENCY SCHOOL CLOSINGS or Delayed Openings, announcements will be made on local radio and television stations as soon after 6:30a.m. as possible. It is also on the district's web page (www.corningareaschools.com). The decision to close school is made by the Superintendent of Schools. When school is closed, **all** activities held in the school are automatically cancelled for that day. However, Kids Adventure Club may be open. Parents are advised to contact Pathways for verification.
- PLEASE DO NOT CALL the radio or television stations OR the school for this information. In the event of an EARLY DISMISSAL, stay tuned to your local radio and television for up to the minute information.

You may register for the district's enews which will automatically notify you in the event of a school closing. The following link will take you there.

<http://www.corningareaschools.com/enewsletters/>



School closing cont.

Area Radio and Television Stations

WCBA (1350 AM, 98.7 FM)

WCLI (1450 AM)

WENY (1230 AM, 92.7 FM)

WGMM (97.7FM)

WENY TV (channel 36)



WINK (106.1 FM)

WSKG (89.3 FM)

WELM (1410 AM)

WSKG TV

WETM TV (channel 18)

Damaged/Lost Books/Supplies



Textbooks, WEB books, workbooks, various supplies and library books are furnished to students. They MUST be returned in good condition at the end of the year.

Students who lose or misuse school property will be fined the amount necessary to replace or repair the item.

End of the year report cards may be withheld until fines are paid.

Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.



Dress code cont.

A student's dress, grooming and appearance shall:

- 1) *Be safe, appropriate and not disrupt or interfere with the educational process*
- 3) *Ensure that underwear is completely covered with other clothing. Include footwear all times. Footwear that presents a safety hazard will not be allowed. SHOES WITH WHEELS ARE NOT ALLOWED.*
- 4) *Not include the wearing of hats or head coverings in the building except for a medical or religious purpose.*
- 5) *Not include items that are vulgar, obscene, libelous or denigrating to others.*
- 6) *Not promote and/or endorse the use of alcohol, tobacco, or other drugs and/or encourage other illegal or violent activities.*
- 7) *Include pants that are intact and not see through.*
- 8) *Include shorts, skirts, and dresses that are no shorter than mid thigh.*
- 9) *Refrain from wearing brief garments such as tube tops, net tops, mesh shirts, halter tops, spaghetti straps, plunging necklines (front and/or back) and see through garments. Shirts must be long enough to be tucked in.*

