



Gardner Road Elementary Student/Parent Handbook

Our Gardner Road Elementary

2025 - 2026

We succeed because

the STARS lead!

Dear Students, Parents, and Guardians,

Welcome back to a new school year! We are excited to begin the school year with you. As always, in an effort to create better communication between school and home, our Site Base Team and staff have created this Student/Parent Handbook for your use. The intention of the handbook is to clearly define the school rules and expectations for all so that each student may enjoy their educational experience in a safe, respectful, and caring environment.

Please read this handbook with your child(ren) and discuss the rules and expectations. Let's make this a *great year* Golden Stars!

Thank you,
Patricia R. Sotero, Principal
and the Gardner Road Staff

Horseheads Central School
Social Media Addresses

www.horseheadsdistrict.com
And 'Like' us on **Facebook!**



Gardner Road Elementary
541 Gardner Road Horseheads, NY 14845

District Phone and Fax Numbers

Gardner Road Elem	607-739-6347	High School	607-739-5601
Fax	607-795-2545	Fax	607-795-2505
Intermediate School	607-739-6366	Food Service	607-739-6360
Fax	607-795-2495	Fax	607-795-2524
Middle School	607-739-6357	Transportation	607-739-6338
Fax	607-795-2525	Fax	607-795-2565
		Kids World	607-733-5575
			x 222

Horseheads Central School District

Our Vision:

"Quality Education for All"

***The mission of the Horseheads
Central School Community is
to provide a quality education
for all within a nurturing
environment which promotes
excellence, growth, and a
sense of civic responsibility.***

Our Mission:

Explore Empower Excel

2025-2026 Officers:

President:	Shannon Radford
Vice President:	Jessica Carswell
Secretary:	Nikki Malnoske
Treasurer:	Autumn Osburn



**JOIN US ON THE THE FIRST TUESDAY
OF THE MONTH
IN OUR GR LIBRARY!**

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Faculty and Staff

Office Staff

Principal	Mrs. Patricia Sotero
Secretary	Mrs. Lisa Buchanan
Attendance Clerk	Mrs. Cassie Wright
SRO	Mr. Todd Sullivan

Support Services

Psychologist	Mrs. Kylie Shope
Psychologist	Mrs. Jenna Moore
Registered Nurse	Mrs. Barb Hillman
Licensed Practical Nurse	Mrs. Robin Plummer
Social Worker Pre K	Mrs. Kelly Davis
Social Worker	Mrs. Rachel Rich
Social Worker	Mrs. Lyndsay Kucmierowski

Pre-Kindergarten

Mrs. Elaine Benton	Mrs. Sarah Crouse
Mrs. Kim Holmes	Mrs. Kelly Swimley (TA)
Mrs. Janice Jarvis	Mrs. Shannon Lewis (TA)
Mrs. Julie Marhefka	Mrs. Ann Marie Hayner (TA)
Mrs. Megan Janeski	Mrs. Tashine Cardone (TA)
Mrs. Nicole Spina	Mrs. Josand Campbell (TA)
Mrs. Lauren Van Slyke	Mrs. Maria Clark TA
Mrs. Kelly Kline (TA)	Ms. DeAnna Acker (TA)

Kindergarten

Mrs. Mandy Lindgren	Mrs. Bailey Pirozzolo
Mrs. Tracey McLeod	Mrs. Michaelle Tillinghast

Grade 1

Mrs. Sara Muehl	Mrs. Justine Saunders
Mrs. Elizabeth Quinlan	Mrs. Kristy Shutter

Grade 2

Mrs. Jill Darmstadt	Mrs. Christine Lawas
Mrs. Ariel Haradon-Chrisler	Mrs. Jillian Tyler

Grade 3

Mrs. Elizabeth Blasic	Mrs. Maria Springer
Mrs. Lorraine Packard	Mrs. Heather Swartwood
Mrs. Marcy Watson	

Grade 4

Mrs. Kristy Bartenstein	Mr. Tyler McQuaid
Mrs. Jamie Dauphin	Ms. Jessica Shutter
Mrs. Claire Thurston	

Special Education Teachers

Ms. Trudy Cain	Mrs. Stephanie Garner
Mrs. Dee Dunn	Ms. Logan Carpenter
Mrs. Amy Kelly (ASD)	

Parent/Teacher Organization (PTO)

We are very proud of our Gardner Road Elementary Parent/Teacher Organization. The purpose and mission of our PTO is to build a strong community between the home and school environment for all children here at Gardner Road Elementary.

Gardner Road Elementary has been very fortunate to have very dedicated and supportive parents, guardians, and community members supporting our school. However, our PTO desperately needs parent helpers & volunteers!

Throughout the year, our PTO sponsors and/or supports the following events and activities to better the educational experience of our students:

School Store

School Spirit Clothing sale

Scripp Spelling Bee

Swim Night

Family Fun Nights

Mud Fun Run

Scholastic Book Fair

Birthday Books

Food Drive

Family Fun Nights

Box Tops for Education

Innovation Fair

Therapy Dogs/Animals in School:

During the school year we may have presentations and activities that involve animals. This is often a very exciting and enjoyable experience for the students. However, we do realize that some students have allergies or fear of animals. If your child has a specific animal allergy, you have any concerns about animals that you would like to discuss or, if you wish your child not participate in any activity involving animals, please notify the school office in writing by the end of the second week of school.

We also have the opportunity to welcome therapy dogs into our educational setting. The dog(s) will always be on leash, and handled by trained professionals. If you have any questions regarding this practice, please contact the main office.



Art
Library
Library Aide
Vocal Music
Physical Education
Physical Education
String Music
String Music
Reading Specialist
Reading Specialist
Reading Specialist
Reading Specialist
English New Language
Occupational Therapist
Occupational Therapist PreK
Physical Therapist
Physical Therapist
Speech Therapist
Speech Therapist
Speech Therapist
Contract Substitute
Contract Substitute
Contract TA
Contract TA

Mrs. Danielle Brown
Mrs. Peggy Comfort
Mrs. Nichole Gilbert
Mrs. Arissa Hertlein
Mrs. Patti Hitchcock
Mrs. Susan Keister

Food Service Manager
Food Service Assistant
Food Service Assistant
Food Service Assistant
Food Service Assistant
Cafeteria Monitor
Cafeteria Monitor
Cafeteria Monitor
Cafeteria Monitor
Cafeteria Monitor
Day Cleaner
Night Cleaners
Mrs. Deb Gleason

Night Cleaner

Special Area Teachers

Mrs. Ninnette Santarone
Mrs. Kathy Gorman
Mrs. Kathy Williams
Mrs. Megan Smith
Mr. West Kirk
Mr. Christian Robinson
Dr. Angela McBrearty
Mrs. Margaret Matthews
Mrs. Renee Miley
Mrs. Besty Scanlon
Mrs. Marcy Teter
Ms. Cara Wijkowski
Mrs. Sarah Kawzenuk
Mrs. Heidi Tomassi
Ms. Kim Doty
Dr. Alisha Tenbus
Mrs. Jessica Stumper
Mrs. Jessen Donlon
Mrs. Katie Hamilton
Ms. April McGonigal
Mrs. Regan Cho
Mrs. Sarah Worden
Mrs. Erica Ehrhardt
Mrs. Desiree Pardy/
Mrs. Michelle McInerney

Teaching Assistants

Mrs. Shannon McInerney
Mrs. Bonny Potter
Mrs. Pat Tolpa
Mrs. Julie Wallisky
Mrs. Caitlin White

Cafeteria

Mrs. Vicki Shutts
Mrs. Marsha Sopher
Mrs. Karen Smith
Mrs. Tonia Bowman
Mrs. Jamie May, Mrs. Lisa Russell
Mrs. Jodi Battersby
Mrs. Deb Terpolilli, Mrs. Kim Koval
Mrs. Rene Harrington
Mrs. Jessica Campanelli
Mr. Nick Sheldon, Mr. Joe Leone
Mr. Victor Marsh, Mrs. Diana Boor
Mrs. Christine Teeter,
Mr. Michael O'Neil

Mr. Kyle Valentine

General Information

Arrival.....	8:20
Pre-Kindergarten Arrival	9:00
School Hours	
First Bell (students enter classrooms)	8:35
Tardy Bell (class starts)	8:40
Pre-Kindergarten Dismissal.....	2:30
Dismissal Bell.....	3:20

Student Drop Off Procedure

Our student drop off begins promptly at 8:20. **Students may not be dropped off nor enter the building until 8:20**, as the doors are locked and supervision is not available until then.

When dropping your child(ren) off in the morning, please make sure they are seated on **the right side of your vehicle**. This will ensure student safety and efficiency to this procedure. Please also make sure that your child(ren) remain in the vehicle until you have come to a complete stop. Parents please remain in your vehicle. Students should be prepared to exit your vehicle quickly and promptly so that we can keep the drop off line moving.

Field Day - No Spectators Allowed

For the safety and security of our students, no spectators will be allowed to attend Field Day activities. No spectators are allowed on the field.

Trading Cards

We do not allow students to bring in and exchange or trade any types of trading cards (ex. Sports cards, Pokemon, Yu-Gi-Oh, etc.)

Lost and Found

Please label your child's clothing, lunchboxes, coats, boots, sneakers, hats, snow pants, etc. The Lost and Found box is located in our cafeteria. We often get a very large amount of clothing, shoes and other items in the Lost and Found. Please have your child check the box for items that may belong to him/her. If you would like to check the Lost and Found yourself, please come after student dismissal and someone will escort you to the bin.

4. Other special items for parties—No small toys are allowed on cupcakes as it may lead to choking.

5. Please provide snacks that are easy to distribute such as cupcakes, cookies, munchkins, pre-cut cookie cake. Napkins are appreciated. Please no treat bags. Please be aware that we have several students with food allergies and precautions to keep them safe must be taken.

6. Children will be allowed to pass out birthday treats within their ***immediate classroom only***.

Following the above practices will help to protect your children against food-borne illness.

Appointments

Parents can help our students take advantage of the entire learning day by scheduling appointments after school hours. However, we do understand that this is not always possible.

Student Drop Off Procedure

Please make sure your child is in the school by 8:30. **If a student arrives after 8:35 and no one is on the sidewalk, the child must be walked to the main entrance door by the parent.** Parents must park in the parent's designated **Parking Lot A** and sign their child in our lobby/office with an office staff member present.

Please note that our school clocks are set by satellite and our office clock is the official clock used to determine a student's arrival and dismissal time.

Students Leaving Early

When it becomes essential that a student be dismissed early from their daily schedule, for the safety of each child, the parent must come to the office to properly release the student. **Please park in LOT A only.** The office will call the teacher to send the student to the office once you have arrived. We will not release any student to anyone other than parents or legal guardians without written permission from either a parent or legal guardian in the form of a gold note delivered to the attendance clerk by 9:00am. Photo identification may be required to pick up the student.

Dismissal

K—4 Student dismissal begins at 3:20 PM.

When picking your child up at the end of the day, please note that they will be exiting through our cafeteria and gym doors. The main entrance doors are used for dismissal of bus students *only*.

Students being picked up are located in the cafeteria and in our gym. Students will only be released when parents or others designated by parents have their provided car sign in their passenger side window or visor and have been approved by one of our staff members. If there is no car sign posted, we will require ID to be checked,

Absence

It is not necessary to phone the school if your child will be absent from school for one day. However, on the second day we would appreciate a call to the school attendance clerk (607-739-6347) to inform us of your child's absence.

Even though you may have called the school, **New York State Law requires a written GOLD note stating the dates and reason for the absence.**

This note is due the day your child returns to school.

Costumes

If you are taking your child out of school early this day, we ask that you PLEASE send in a gold note NO later than the morning of the parade. Students MUST be signed out from the office. ***In the event of rain, the parade will be cancelled and will not be rescheduled.***

Classroom Parties

If bringing food to your child's class such as drinks, cakes or pastries, the following guidelines should be used:

1. Please notify the teacher at your school and get their permission first.
2. **Store bought treats only.** Treats must be labeled with ingredients. If not, they may ***not*** be allowed to be handed out.
3. Teachers do not have knives or utensils in the classrooms so please make sure there is only one pre cut treat per student.

Costume Parade Procedures

Our Costume Parade will be held on October 31, 2025, weather permitting. Pre-K will begin the parade followed by each grade level in chronological order. More information will be forthcoming.

To ensure the safety of our students, we ask that all visitors please remain behind the black fence while watching the parade, and not attend our parade in costume.

Costumes

- Students are NOT allowed to come to school in costumes. This includes make up and colored hair.
- All costumes must be nonthreatening and appropriate for children of all ages to view.
- No toy weapons are allowed with any costume.
- Visitors are NOT allowed to wear costumes.
- Please note: Often classroom activities are immediately following the parade and students do not want to go home early with parents.

The same procedure holds true with the bus garage. Please contact the bus garage (607-739-6338) as well as your child's teacher if your child will not be taking the bus longer than a 1 day duration.

Please Note:

Gardner Road provides a pad of GOLD notes for you to use to note reasons and dates for your child's absence, or any changes that need to be made to your child's daily dismissal. These notes are sent home at the beginning of the school year. If you misplace or run out of these notes, please make sure you come to the school to access the pad and provide us the information. We will provide you with a replacement pad at that time.

Kids World

The kids before & after school care program is run through the YWCA and is available for after-school care. More information is available through the Elmira YWCA. **There is no Kids World on half days nor the last day of school. Please send a GOLD note with after school dismissal instructions on those days.** Parents please use the parent parking lot and walk your child to the cafeteria door and/ or to our back playground as noted from the KW Supervisor at the Gardner Road site.

Phone Number: 607-733-5575

E-mail Address: frontdesk@ywcaelmira.org

Web Site: <https://ywcaelmira.org/post.php?pid=5>

Parking

When visiting Gardner Road Elementary, **PLEASE** park in the designated parent's main Parking Lot A and spaces. ***We do not allow parking or standing in the bus lanes or fire lanes at any time.*** During special events, we ask that you please park on school property and *not on our neighbors' lawns.*



Safety Expectations/School Visitors

In order to create a safe, respectful, and caring school environment, there are expectations for adults and students. **We ask all visitor's to please bring photo identification and to report directly to the school office to sign in and to obtain a visitor's badge to wear at ALL times. There are no exceptions for the safety of the students and security of our school. Please bring photo ID with you, as we must check IDs.** This procedure is in effect to prevent unauthorized individuals from entering our school.

Dress Code

In support of the Horseheads Central School Code of Conduct and Dress Code, we will enforce the following at Gardner Road Elementary:

The Dress Code states that “a student's make-up, nails, hair, jewelry, and clothing must be safe, and ***not disrupt or interfere with the educational process.***”

1. Underwear must be completely covered by clothing.
2. **Footwear must not be a safety hazard.** This is especially important at this age level. Flip flops or sandals without a back strap are not allowed.
3. All clothing should have appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs, or other illegal or violent activities.

If a student is in violation of the Horseheads Dress Code, parents will be notified and asked to either pick up the student to rectify the situation, or may be asked to bring in appropriate attire.

Cafeteria Rules

1. Talk in a normal speaking voice.
2. Walk at all times.
3. Clean food, wrappers, bags, etc. from the table and floor before emptying trays and recycling items.
4. Keep your hands and feet to yourself.
5. No peanut butter or nuts at the "Peanut-Free" tables.
6. Students are expected to remain seated until an adult asks them to take care of their trays or line up.
7. Raise your hand if you need help from the cafeteria monitors.
8. Treat your classmates and monitors with respect and consideration.
9. Appropriate eating manners need to be followed at all times.
10. No fast food or soda is permitted. This includes breakfast and lunch food and/or drink.

Remember to be
STAR student.



S - Stay Safe

-stay seated keep body and food to self

T - Take Responsibility

-clean up -follow directions

A - Always Do Our Best

-help others-use manners

R - Respect Others

-inside voice-be kind

Building Doors will be Locked

As part of the district-wide security system and our emphasis on safety, all building doors will be locked during the day. Both of the main lobby entrance doors have a box on the wall. Please push the button, wait for a response and once approved you will be let into the building. We may ask you to look toward the camera or identify yourself by speaking into the box. Once you enter the building, please report directly to the office to sign in and pick up a visitor's badge.

School and Emergency Closings

The district uses text-messaging to alert parents/guardians about school delays, closings, and safety alerts. Parents/guardians **must opt-in** to receive texts. To opt-in, text "Y" or "Yes" to 67587. Note that your standard text/data rates apply. The alerts are also posted on the district website, social media pages, and local TV and radio stations. Please visit www.horseheadsdistrict.com/HCSDClosingsdelays.cfm to learn more about school delays and closings. In the event of an emergency during the school day, all students will be taken by bus to the address previously identified by parents on the "Emergency Go Home" form that was completed at the beginning of the school year. As a reminder, this location **MUST** be on one of the Gardner Road Elementary bus routes.

Safety Drills Conducted

- 8 Fire Drills annually
- 4 Lockdown Drills annually



Other drills practiced once every 3 years.

- Off-site evacuation drill to a district location.

Please remember that in the event of an emergency, and for **ALL** Lock Down situations, requiring parent pickup, photo identification is required. There are **NO** exceptions.

Legal Papers

If you have legal/custody papers regarding your child(ren) due to adoption, divorce, separation, etc., the school must have a copy on file **EACH YEAR**. **Please submit new papers to the office whenever these papers are updated.**

Health Office Information

Immunizations

New York State Public Health Law 2164 requires every student entering or attending school in New York State to be vaccinated in accordance with Advisory



Cafeteria Information

All students attending school will be able to participate in the breakfast and lunch programs on a daily basis at NO cost to families this year!

Please note there will be a charge for snacks or treats that some students like to purchase with their lunches each day. If you wish to have money on your child's account for snacks and treats, you may pay online with

PaySchools (www.horseheadscafeteria.gstboces.org) or you may send in money daily. If you choose to send in a check, please make it payable to 'School Lunch Account' and put your child's name in the memo section. Please see the lunch menu each month for more details about our lunch and breakfast programs!



Consequences

For behavior that is found to be in violation of the expectations, one or more of the following age-appropriate options will be enforced:

- Discussions and a warning
- Denial of privileges
- Contact parents
- Visit to the Principal's office
- Assignment to the quiet room at recess
- Conference with appropriate parties
- Clean, repair, or pay for damages or loss
- In-school detention
- Out-of-school suspension



Committee on Immunization Practices (ACIP) recommendations. Public Health Law Section 2164 provides only for medical exemptions to immunization. Acceptable forms of proof of Immunization (documentation) include:

An electronic health record from your providers office, an immunization certificate signed or stamped by your health care provider, a record issued by NYSIIS or CIR, an official immunization registry from another state or foreign country if applicable.

You will be notified if your student is missing any immunizations. Your student will not be allowed to attend school per NYS law if proof of immunization is not received.

Physicals

New York State requires that all students must have a physical exam when they enter grades pre-kindergarten/kindergarten, 1, 3, 5, 7, 9, 11. Physicals are also required for all athletes, working papers, and new students entering the district. Physicals must be done by a New York state provider and documented on the required New York state health examination form.

Health Office Information (Cont.)

Physicals completed within the 12-month period preceding the start of the school year are acceptable. The physical must be submitted within 30 days of your student entering school. If we do not receive the physical, they will be scheduled for a school appraisal by the district nurse practitioner.

Please note: An appraisal is not the same as a full physical by your private physician. School appraisals are intended for school attendance only and are not intended to replace the continuity of care provided by your private physician. School appraisals do not provide service orders (OT, PT, speech, etc) or medication orders.

The state requires all schools to request dental health certificates from parents at the same time we require a health certificate (grades Pre-K, K, 1, 3, 5, 7, 9 and 11). For more information, contact your school nurse.

Screenings

All students are screened according to state mandates. If the results of any screening indicate that the child requires further follow-up, the parent/guardian will receive written notification to follow up with an outside provider:

- Vision in grades Pre-K or K, 1, 3, 5, 7, 11, and new students

Discipline

By nature, elementary students are adventurous, spontaneous, and tireless. These characteristics can lead to behavior issues in the confines of our learning environment. By providing discipline to our elementary students, we teach them two important concepts:

1. Certain behaviors are desirable and should be repeated.
2. Other behaviors are undesirable and should be avoided.

We try to emphasize the positive behaviors students demonstrate and teach our students to accept responsibility for an inappropriate behavior. It is essential that students know what behavior is expected and what the consequences are if they do not behave appropriately.

WE BELIEVE THAT STUDENTS HAVE THE RIGHT TO LEARN; TEACHERS HAVE THE RIGHT TO TEACH.

Our school-wide discipline practices protects these rights. Should you have questions, comments and/or concerns, please don't hesitate to contact us.

INTERNET ACCEPTABLE USE POLICY

In order to foster appropriate use of instructional technology at Gardner Road Elementary School, students are expected to comply with the District Policy and Regulations. These rules include:

1. You will not reveal your password to anyone. You will not use or attempt to use anyone else's password.
2. You will not use the system for illegal purposes, such as threatening another person, or arranging for the sale or purchase of illegal items.
3. You will not violate the rules of computer etiquette.
4. You will not intentionally access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, **you must immediately tell your teacher, or the person designated by the District.**
5. You will not change computer files that do not belong to you.
6. You will not plagiarize from the Internet.
7. You will not download files without permission from a supervising teacher.
8. You will not use your account for personal financial gain. This means you may not offer, provide or purchase products or services through the internet.

- Hearing in grades Pre-K or K, 1, 3, 5, 7, 11, and new students
- Scoliosis: Girls - grades 5, 7; Boys - grade 9



When to keep your student home:

Please keep your child home **IF/** Can return **WHEN:**

1. **Fever of 100.4 or higher:** Fever free without medication for 24 hours
2. **Diarrhea within 24 hours:** Free from diarrhea for 24 hours
3. **Vomiting within 24 hours:** Free from vomiting for 24 hours
4. **Rash or open sores on the skin:** Free from rash or with a providers note to return to school
5. **Severe ear pain or ear drainage:** When evaluated and released by a health care provider
6. **Tested positive for strep throat:** Until treated with antibiotics for 12 hours

When to keep your student home: (Cont.)

7. **Tested positive for Covid 19:** Call school nurse for most up to date requirements
8. **Severe pain that is not improving such as headache or stomach pains:** When improved or evaluated by a health care provider
9. **Any illness causing the student to be too sleepy (lethargic) or ill to participate in class:** When they have recovered from illness
10. **Significant disruptive cough or trouble breathing:** When symptoms have improved
11. **Hospital stays, ER visit, significant injury, or surgery:** With a note from a medical provider to return to school
12. **Any condition that you think may be serious or contagious to others:** Check with your healthcare provider. Please call your school nurse if you have questions on if your child should stay home sick and when to return.

Medication

A provider order is required for the nurse to administer any medications at school. This is necessary for both prescription and nonprescription (over the counter) medications. Over the counter medications include medication such as Tylenol,

Common Courtesies

As a caring community, we show consideration for others, accepting that we are all different.

1. Students are expected to arrive to school on time to be sure not to miss anything and to avoid disrupting their classmates when they enter the classroom. Parents can help by scheduling appointments for children after school hours when possible.
2. If you need to speak to your child's teacher, please set up a mutual time to discuss your comments/concerns. Please email your child's teacher directly or call the main office to have them return your call.

In the event of an urgent concern or emergency, please contact our secretaries in the main office.

Invitations

We only allow the distribution of invitations when **ALL boys or ALL girl** students in the classroom are invited to birthday parties or other special events.

Technology

Cell phones, smart watches and all hand held electronic devices interfere with the educational process **and are not allowed in the classroom or to be used during the school day.** It is highly recommended that these devices be left at home. Please see the Horsehead's new district policy regarding the Regulation on Prohibition on Internet-Enabled Devices.

Chain of Command

Communication is critical to ensure success in your child's education. If an issue arises, we ask that you please follow the District's chain of command. All concerns **must** begin with your child's teacher.

Step 1	Teacher ←
Step 2	Principal
Step 3	Assistant Superintendent
Step 4	Superintendent
Step 5	Board of Education

Transportation concerns:

Step 1	Bus Driver ←
Step 2	Bus Garage
Step 3	Principal
Step 4	Assistant Superintendent
Step 5	Superintendent

Ibuprofen, cough drops, cold medications, essential oils etc. If your child requires medication during the school day we require:

1. A provider order that is also signed by the parent/guardian.
2. The parent/guardian is responsible to have the medication delivered directly to the school nurse by an adult. **Medication cannot be sent in with children.**
3. Medication must be in a properly labeled original pharmacy container. Over the counter medications must be in their original packaging and match the provider order.

*For students to independently carry/administer medication they require healthcare provider order authorizing them to self-carry and self-administer their medications, completed district assessment and written parent/guardian consent.

Medication orders must be renewed annually. At the end of the year medications at school must be picked up by an adult or they will be disposed of after the last day of school.

Parent Teacher Conferences and Report Cards

Kindergarten Students:

- Conferences will be scheduled in November and April.
- *Report cards are distributed in **January and June**.*

Grades 1 & 2:

- Conferences will be scheduled in November.
- *Report cards are distributed in **January, April, and June**.*

Grades 3 & 4:

- Conferences will be scheduled in November.
- *Report cards are issued in **November, January, April, and June**.*

If at anytime you feel you need an additional conference, please contact your child's teacher directly.

Supporting your child's academic success

- Parents — *Please* check your child(ren)'s folders daily.
- Discuss the work your child brings home.
- Have them re-read stories and review the content of their papers. It's an excellent review and only takes a few minutes!
- Set aside daily homework time and routine with your child. Stick to your agreed schedule and be consistent.
- Set up a quiet area with necessary supplies for their homework area.
- Allow your child to do their homework independently.
- Be available to provide assistance if needed.

- Cooperate
- Stay informed; vote
- Be a good neighbor
- Respect authority; obey laws and rules

CARING (December and June)

- Be kind
- Be compassionate and show you care
- Express gratitude
- Forgive others
- Help people in need



FAIRNESS (January and July)

- Play by the rules
- Take turns and share
- Be open-minded; listen to others
- Treat all people equally
- Consider all opinions

TRUSTWORTHINESS (February and August)

- Show integrity; be honest
- Be reliable; do what you say you'll do
- Have the courage to do the right thing
- Build a good reputation
- Be loyal; stand by your family & friends

Character Education Focus Traits

September - RESPECT	March - RESPECT
October - RESPONSIBILITY	April - RESPONSIBILITY
November - CITIZENSHIP	May - CITIZENSHIP
December - CARING	June - CARING
January - FAIRNESS	July - FAIRNESS
Feb.-TRUSTWORTHINESS	Aug.- TRUSTWORTHINESS

RESPECT (September and March)

- Treat others the way you want to be treated
- Be tolerant of difference
- Use good manners and positive language
- Be considerate of the feelings of others
- Deal peacefully in times of conflict

RESPONSIBILITY (October and April)

- Do what you are expected to do
- Persevere; keep on trying
- Always try to do your best
- Use self-control; be self-disciplined
- Think before you act; consider the consequences
- Be accountable for your choices/actions

CITIZENSHIP (November and May)

- Do your share to make your school, community and environment better

- Parents are expected to enforce the grade level daily reading expectation for each of their children. Your child's teacher may require a parental signature daily or weekly.

If you have any issues or concerns with your child's homework, please contact their teacher directly. They are willing to assist you whenever the need arises.

Grade Level Daily Reading Expectations

Research shows that daily reading or being read to greatly improves student achievement results. Students need to read **daily**.



Vacation Homework

Homework while on Vacation:

Before making vacation plans, please consult the school calendar if possible. If parents decide to take their child out of school for vacations, please notify the classroom teacher and the main office. These absences are considered unexcused. Students will be expected to complete any pertinent work deemed necessary by the student's classroom teacher at home once the student returns from vacation.

Behavioral Expectations at Gardner Road Elementary

In order to create a nurturing environment which promotes excellence, growth, and a sense of civic responsibility, the following behavioral expectations must be followed by students.

To be a STAR student, we must:

- S**—Stay Safe
- T**—Take Responsibility
- A**—Always Do Our Best
- R**—Respect Others

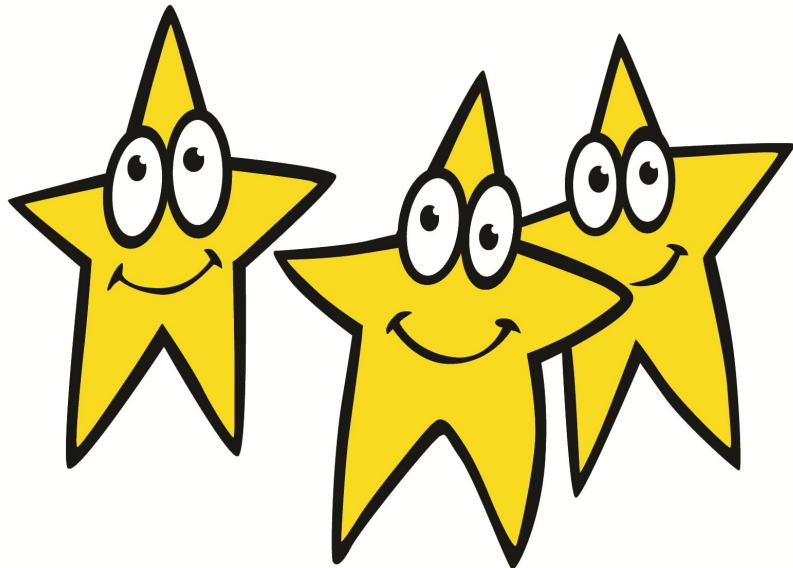
Welcome to
Gardner
Road where
you are a
Golden Star!



ALL members of the Gardner Road Elementary School Community are expected to follow the “Golden Stars” expectations in all areas of the school throughout their entire school day.

These areas include:

- Classrooms and special area classrooms
- Hallways, including bathrooms
- Cafeteria
- Playground
- Assemblies and other special school functions
- Field trips



Newsletter

The GR newsletter is now online.
You may access the information on
the GR Website
<http://www.horseheadsdistrict.com/HHGR.cfm>