

Windsor Central School District

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Greetings to all our Palmer Families,

As you have heard me say in previous newsletters, there is nothing I take more seriously, in my role as your child's Principal, than student safety. As a result, I have spent some time lately revisiting some of Palmer's policies and procedures and wish to share some important information with you.

The first item has to do with home and emergency contact information. As we pass the mid-point of the school year, I am finding that many of the phone numbers that we currently have in our data-base are no longer accurate. It is certainly understandable that cell phone, home phone and work phone numbers change from time to time, however, it is also imperative that we are able to reach each of our families in the event of an emergency. Therefore, I have attached a print-out that reflects the contact information that we currently have on file for your child(ren). I am asking that each of you verify this information and **return the form to school**. If the information is up-to-date then please mark "OK" at the top and return as is. If there are changes that need to be made then please cross-out any old numbers and update them accordingly prior to returning the form. **I am asking that all forms be returned by Wednesday, Feb. 24** so that we can bring our data-base up-to-date. Thank you so much for your time and attention to this.

My next item has to do with the start of the school day. Starting next week the Palmer entrance doors will be locked promptly at 9:00 AM and any students or parents arriving after that time will need to use the Middle School Main office so that the necessary sign-in and late pass procedures can be followed. I would also like to give the gentle reminder that students are not to be dropped off at school before 8:45. With no adult supervision available prior to the start of the school day student safety, again, becomes an issue.

Moving on, you will notice another sheet attached to this letter. This page pertains to student attendance. As you might know, as a NYS public school, we are required to submit student attendance information to the State Education Department. One of the categories we report on is excused/ unexcused absences. Simply stated, parents are required to send a note in with their child after every absence from school and this parent note is what makes the absence "excused." To that end, I am providing you with a template that you can use in order to make sending in your child's excuse a little easier. We will be happy to supply you with more of these-just ask! You are also more than welcome to photo copy the template if you have access to a copy machine. Again, thank you for your attention to this.

Finally, my last item relates to our procedure with bus passes. Moving forward, I am now requiring that you send in any request that you have for a bus change in writing on the morning of the change and that this correspondence clearly states your child's full name and the complete written address of the location change. Attached is a Bus Change template in order to help make this communication easier for everyone. Phone calls requesting a bus change will **no longer be accepted** except in the case of an emergency. If a phone request becomes necessary it will require the approval of an administrator in order to be honored. You can call and speak to me or phone the transportation dept. and speak to Mr. Carey. Please note that under no circumstance will we ever simply take your child's word that he or she is to ride a different bus home, or that he or she is to be dropped off at a different stop. Again, the purpose of clarifying this procedure is to insure that your child gets home safely each and every day so again, I thank you for your cooperation and understanding.

Whew! I know I threw a lot of information at you in this month's newsletter but as I said earlier, it all pertains to your child's safety which will always remain one of my top priorities.

In closing I would like to thank all of you who came to cheer on your child at last month's evening performance of Palmer's Got Talent! The children worked very hard to make this year's show a huge success and I am proud of each and every one of them. Special thanks to Ms. Kimball for all of her time and effort with this program as well. I would also like to sing the praises of my 5th grade students who recently gave us a wonderful Living History Night right here in Palmer's gym. The students were well-prepared and shared a wealth of information with everyone who attended. Kudos goes out to Mr. Batdorf for organizing such a delightful evening. And last but not least, please join me in wishing the best of luck to our building Odyssey of the Mind team who heads to regional competition with Mrs. Lang and Mrs. Cappello at the end of the month. They have worked extremely hard preparing for this event and we wish them well!

Until next month,

Jamie Bernard

"The mission of the Windsor Central School District is to create a stimulating environment where students are independent learners and grow to become successful citizens. This environment is created by a challenging, integrated curriculum delivered by a caring and competent staff."