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# HOMETOWN ELEMENTARY SCHOOL

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Student Handbook 2017-18



AUGUST 17, 2017  
HOMETOWN ELEMENTARY SCHOOL  
PO Box 194, Red House, WV 25168

# **Welcome to Hometown Elementary School**

**Home of the Hornets**

**2017-18 Faculty and Staff**

**Principal  
Secretary**

**Barbara “Tootie” Black  
Patty Beller**

**Teachers:**

**Preschool  
Kindergarten  
First Grade  
Second Grade  
Third Grade  
Fourth Grade  
Fifth Grade**

**Jenny Hamilton  
Nicole Shamblin  
Suzanne Ringler  
Angie Cox  
Zach Sallade  
Marissa Persinger  
Marissa Persinger**

**Specialists:**

**Title I  
Music  
PE  
Counselor  
Speech  
Resource Room  
Nurse  
Diagnostician  
Psychologist**

**Lora Young  
Justin Bowe  
Stephanie Cantrell  
Carla Payne  
Jennifer Asbury  
Sara Dean  
Vacant  
Carla Copley  
Debra Lane**

**Service Personnel:**

**Preschool Aide  
Kindergarten Aide  
Head Cook  
Head Custodian  
Evening Custodian**

**Missy Black  
Debbie Arthur  
Barbara Harper  
Bob Stover  
Patty Winter**

## **Putnam Schools' Mission**

The **MISSION** of Putnam County Schools is to ensure that every student masters the curriculum and achieves academic success. We will dedicate our time, resources, and practices to closing the achievement gap, bringing every student to mastery and beyond, and preparing every student for success in a diverse and changing world. Working with the home and community, we will build a supportive system characterized by ethical behaviors, mutual respect, professionalism, and collaboration.

### **Hometown Elementary School's Mission**

**Hometown Elementary is a community school dedicated to preparing all of its members for successful, lifelong learning in a nurturing, caring and safe environment.**

# Hometown Elementary School

## MASTER SCHEDULE

7:15	Doors Open & Breakfast
7:25	Teachers' arrival
7:30	Students excused from cafeteria to classrooms
7:40	Instruction begins
7:42	Tardy Bell
11:00	Pre-K Lunch
11:25	K-2 Lunch
11:30	3-5 Lunch
11:55	K-2 Recess
12:00	3-5 Recess
2:30	First dismissal – bus riders
2:32	Second dismissal – walkers and parent pick-ups

Our instructional day is from 7:40AM to 2:30PM daily. Students are expected to be in their classrooms ready to begin activities at 7:40. Students wishing to eat breakfast are expected to be here by 7:20AM. Students that arrive after 7:42AM must be signed in by an adult.

**For the safety of all students, please do not pick your child up between 2:10 and 2:30PM unless they have a doctor's appointment, or it is an emergency.** The end of the day is very hectic and this procedure must be in place for the safety of all students. If your child has a doctor's appointment and you are going to pick him/her up between 2:10 and 2:30, you need to send a note that morning.

Putnam County's School Year 2017-18 School Calendar can be located at Putnam County School's [2017-18 School Year Calendar](#).

## **AFTER SCHOOL DISMISSAL PROCEDURE**

For the safety of the children, we implemented the following after school dismissal procedure: Bus students are dismissed first. Then, walkers and pick up students will be dismissed. If you are picking up your child after school in a vehicle, please remain in the vehicle and line up behind the buses (do not park at the end of the playground sidewalk for vehicle pick-up). School personnel will bring your child to you as the cars move forward (2 or 3 at a time). It works very well, moves quickly and is safer for everyone. If you are meeting your child to walk home after school, please do not block the sidewalk. It is very difficult for smaller children to see their teachers or to hear directions. **Students whose parents plan to park in the parking lot and meet their child at the building will be dismissed after all vehicle pick-ups have been completed. Students are NOT to be picked up by vehicles at the end of the playground sidewalk – THIS IS EXTREMELY DANGEROUS FOR ALL STUDENTS, ESPECIALLY WALKING AND BIKING STUDENTS.**

## **ATTENDANCE/LEADER IN ME INCENTIVE**

There are five (5) criteria that students must meet each nine weeks to participate in the incentive reward. Reward incentives will be decided by the student body and faculty, and the reward incentives will be shared with parents at the beginning of the school year. This aligns with our responsible student program (Leader in Me) and prepares students to take more responsibility for their actions and academics. Each nine weeks, all students start anew toward reaching the incentive reward.

The five criteria are:

1. Zero (0) missing assignments
2. Two (2) or less tardies/early departures
3. Two (2) or less excused/unexcused absences
4. Zero (0) pink slips (discipline referrals)
5. Displaying leadership qualities (Leader in Me Program – always and almost always on all areas of LIM Behavior Report)

## **ATTENDANCE POLICY**

Research shows that regular school attendance is vital to academic success and that student achievement improves with good attendance. Students must attend school regularly and be on time to classes in order to maximize instructional benefits. Additionally, regular school attendance and punctuality develop self-discipline and responsibility. Not only is school attendance compulsory, but it should also be encouraged and expected.

Putnam County Schools will cooperate with parents and students to try to improve their children's attendance, but parents and students must assume ultimate responsibility for regular school attendance.

1. All absences must be verified by a written excuse from parent or doctor.
2. Excused absences include the following:
  - a. Medical appointments (doctor's excuse)
  - b. Failure of the bus to run (driver must verify this to the school)
  - c. School approved activities
  - d. Funeral
  - e. Legal appointments
  - f. Gifted classes
3. Absences NOT excused include the following:
  - a. Vacations (parent notes may be used)
  - b. Suspensions
  - c. Absences with parent notes exceeding the allowable ten (10)
4. Parent notes – there are ten (10) parent notes permitted per year. Please note that excuses MUST be submitted upon returning to school
5. There is a sign-in/sign-out sheet in the office for early departures or late arrivals.
6. A student must be accompanied by a parent or guardian and report to the office when arriving late.

### **Parent Notification Process 3 Absences**

On the third (3rd) unexcused absence, parents or guardians will receive written notification from the school. Parents may schedule a conference with school officials, and schools may offer services to help keep students in school.

### **5 Absences**

On the fifth (5th) unexcused absence, the Putnam County Schools Attendance Coordinator sends a legal notice advising of the consequences should the student continue to accumulate unexcused absences.

### **More than 10 Absences**

If the student, including those who are 18 years of age or older, and parent or guardian does not comply with the provisions of the five (5) day legal notice, a notification for a hearing concerning the student's attendance will be mailed by the Magistrate Court of Putnam County. Failure to appear or comply before the Magistrate Court may result in a warrant for the arrest of the parent, student or both.

If you have any questions concerning the attendance policy for Putnam County Schools, please contact the county Attendance Director, Jennifer Campbell, at 304-586-0500 extension 1117.

## BICYCLES

An area is provided for parking of students' bicycles. The school is NOT responsible for damage to or theft of any bicycle brought to school. Parents should discuss safety rules for riding bicycles and walking to school. Students **MUST** wear helmets when riding to school on bicycles. Students will not be permitted to leave the school on a bicycle without a helmet.

## CHANGE IN CHILD'S PICK-UP ROUTINE

Anytime a student needs to go home with a friend, ride a different bus, or change his/her route in any way, the student **MUST** bring a signed permission note from home.

**If the child is going home with another child, BOTH students MUST have a signed note. Please do not call the school with end of the day changes after 2:10PM.**

**The person picking up a student MUST be listed on your child's emergency card.**

## CLASSROOM PARTIES (1:45-2:30)

Halloween Party	-	teachers
Christmas Party	-	teachers
Valentine Party	-	parents/PTO
Spring Party	-	parents/PTO

Snacks for parties may be fresh fruit, vegetables, or snacks from the peanut/nut aware list of acceptable foods. Party snacks will be provided by PTO/School. Remember there are lots of non-food items that can be utilized for parties.

## CODE OF CONDUCT

We encourage all Putnam County students to behave in a manner that promotes an orderly, nurturing, safe school environment that is conducive to learning and personal and social development:

- Students will help create an atmosphere free from bullying, intimidation, harassment, and violence.
- Students will demonstrate honesty and trustworthiness.
- Students will treat others with respect, deal peacefully with anger, use good manners, and be considerate of the feelings of others.
- Students will demonstrate responsibility, use self-control, and be self-disciplined.

- Students will demonstrate fairness, play by the rules, and will not take advantage of others.
- Students will demonstrate compassion and caring.
- Students will demonstrate good citizenship by obeying laws and rules, respecting authority, and by cooperating with others.

## **COUNSELING PROGRAM**

The counseling program at Hometown Elementary School is designed to help all children as they grow and develop. A student may request a private conference, parents may call the counselor at school to request a conference/counseling for their child, or staff members may refer a child for counseling for various reasons.

Counseling conferences often focus on normal developmental concerns of children in an elementary school. The following are frequent concerns: forming and maintaining friendships, school work habits, family concerns, and improving behavior at school.

In addition to private counseling conferences, the counselor may conduct group sessions for children that focus on a particular concern. Also, the counselor conducts classroom guidance units for children. Typical topics for those units are: friendship, understanding our feelings, families, personal safety, internet safety, bullying, and drug education. Parent permission is not required for counseling services.

## **CURRICULUM INFORMATION**

All Putnam County Schools adhere to the West Virginia College & Career Readiness Standards for their adopted curriculum. For a list of the standards and objectives, you may visit the West Virginia State Department of Education website at <http://wvde.state.wv.us>. Scroll to the “parent” section on the top bar of the site and click on “Learn about the College & Career Readiness Standards” to access the information. The WVDE is an excellent source of information listing state initiatives and current school reports.

## **CUSTODY ISSUES**

If circumstances occur in which only one parent/guardian has custody of a child and the other parent/guardian has no legal right to the child, the custodial parent/guardian is required to provide court ordered papers to be kept on file in the office. The school follows the orders that are filed in the office, so please make sure you keep us current on your situation.

## DISMISSAL FOR APPOINTMENT

- If your child must be dismissed early for an appointment, you will need to come to the office to sign him/her out. Please arrive before 2:10 to sign your child out early. Due to the confusion at the end of the day and the safety of all students, we cannot sign students out after 2:10.
- Children are never released directly from the classroom. They will be called for and released from the office. This is done for the safety of your child.
- PLEASE NOTE: If any person other than the parent or guardian is to pick up the child, the school must have this name on file or a note from the parent specifying the necessary information.

## DISCIPLINE

Students are expected to conform to the standards of behavior conducive to learning in the classroom and to the safe and orderly school process on the walkways, in the cafeteria, on the playground, and on the way to and from school.

**Students are not to bring toys and playthings to school. This includes fidget spinners.**

## EMERGENCY RECORD CARD

All students must have an emergency record card on file in the office. A new card must be completed and returned to the school each year. Please let the school know when any information on the card changes. If at all possible, include an e-mail address and cell phone number for digital communication as well. **Remember, students may only be released to people listed on the emergency card.**

## FIELD TRIPS

Students learn so much from experiences both inside and outside our school walls. Field trips will be scheduled to enhance students' learning. Please remember that siblings are NOT permitted to attend school field trips. Also, county policy states that

students may only be signed out from a field trip or an out of school experience by a person listed on the student's emergency card.

## **FREE AND REDUCED LUNCH**

Title I funding is based on the percent of students in a school who receive free and reduced lunch. The higher the percentage, the more federal money a school receives. No staff member at the school knows which students receive free and reduced rates for meals. Please fill out a free and reduced lunch form at the beginning of the school year.

Applications need to be completed by the first two weeks of school. Your assistance is greatly appreciated. There is a phone app for your ease in applying.

## **GRADING**

Putnam's grading scale in grades one through twelve is as follows:

A	=	93 to 100%
B	=	85 to 92%
C	=	75 to 84%
D	=	65 to 74%
F	=	0 to 64%

Kindergarten progress reports are being revised. Students will receive three progress reports a year. Once the report has been finalized, parents will receive information.

Mid-term reports will go home four times a year on: September 18, 2017; December 1, 2017; February 14, 2018; and April 25, 2018. Mid-terms will be sent home for all Hometown Elementary School students.

Report cards will be distributed on the following dates:

First Nine Weeks	October 27, 2017
Second Nine Weeks	January 18, 2018
Third Nine Weeks	March 23, 2018
Fourth Nine Weeks	Last day of school (expected May 29, 2018)

## **LEADER IN ME**

Our students are learning the Leader in Me program as an introduction to personal leadership. All students have the capacity to lead in their own lives and affect those

around them by making positive choices. The Leader In Me program provides students with activities to help them learn practical character and life skills that will lead to those positive choices. You'll be hearing all about the Seven Habits from your children! Leader in Me also gives parents the opportunity to share in what the children are learning. Go to "Parent's Place" at [www.TheLeaderInMe.org](http://www.TheLeaderInMe.org) . There you will find ideas to use at home to reinforce your child's learning and involve the family in a fun, interactive way.

Students will be applying for various jobs at the school. Please look over the "application" with your child and discuss the responsibilities of taking on the particular job.

We will have a Leadership Event at the end of the school year to spotlight the students' accomplishments.

## **LIM Incentive Program Criteria**

There are five criteria students are required to meet each nine weeks to participate in the incentive reward program. This correlates to the county's goal of instruction in work ethic and communication. Also, this allows students to take more responsibility for their actions and their academics. Students get a "fresh start" each nine weeks toward that particular reward. However, they **MUST** be eligible for three of the four nine weeks in order to be invited to the field trip.

1. Zero (0) missing assignments
2. No more than 2 tardies/early departures (preferably none)
3. No more than 2 excused/unexcused absences (preferably none)
4. No pink slips/violations (discipline referrals)
5. Displaying leadership qualities (LIM report categories are marked "ALWAYS" or "MOST ALWAYS" in all areas).

## **LIFE THREATENING ALLERGIES**

Hometown Elementary is a PEANUT/NUT AWARE SCHOOL. Some of our students have a life threatening allergic reaction when exposed to any peanut product. To reduce the risk of exposure, HES will be PEANUT/NUT AWARE. Since lunch is eaten in the cafeteria, children may bring peanut products or peanut butter for lunch. All students with cold lunch will eat together and the students with the allergies will always eat with the hot lunch students, since cooks are trained in keeping peanut products out of the hot lunch food. This plan will help to maintain safety in the classroom while allowing non-allergic classmates to enjoy peanut products in a controlled environment at

lunch. Following lunch, the children bringing cold lunch will wash their hands and drink water to rinse their mouths prior to returning to the classrooms. The tables will be cleaned with soapy water and designated towels after lunch.

For snack, students may bring a snack and drink. ***Please remember we are Peanut/nut aware and refrain from sending in peanut products.***

Our school was awarded a fresh fruit and vegetables grant again this year. This means a fruit/vegetable (depending on season and availability) will be provided on Tuesdays and Thursdays.

Your support of these procedures is greatly appreciated. Our staff will continue working together to provide a safe learning environment for all our students. When you visit our school, please do not bring peanut products. If you have eaten any peanut products, please wash your hands and rinse your mouth.

## LUNCH AND BREAKFAST PROGRAMS

Hometown Elementary serves a nutritious breakfast and lunch each day school is in session. These meals are planned for all Putnam County Schools by the coordinator of food services and meet federal and state nutritional standards. Please remember that students arriving to school tardy will be offered a standard breakfast and not the published menu items.

Our school participates in the National School Lunch and Breakfast Program and serves meals free or at a reduced price to children who are unable to pay the full price of the meal. Applications for eligibility are sent home with every student at the beginning of each school year and are available from the office throughout the remainder of the year.

### Breakfast

Child regular \$ 1.45

Adult regular \$ 2.60

Additional juice, or milk \$0.35

### Lunch

Child regular 1.90

Adult regular 3.60

Visitors please have the exact amount to pay for lunch because we do not have change in the office. If you are planning on eating a school lunch with your child, please call the office by 8AM so the cook can be notified. **If you are planning on eating a school lunch on special meal days (such as Thanksgiving, Christmas and Easter), please**

**notify the school 3 days ahead of time to allow the cook an opportunity to prepare accordingly.**

## **LUNCHROOM EXPECTATIONS**

Students are expected to conform to lunchroom expectations while at breakfast and lunch. These expectations include no talking in line or at the tables until everyone is seated, standing in line in an orderly fashion to receive food and dump trays, and being polite to cooks, custodians, and teachers who assist them. Good behavior in the lunchroom is essential to the orderly running of the school. Students will strive to have good behavior each day to earn a letter toward spelling LEAD. By spelling LEAD, students will be rewarded with a movie while eating.

## **911 ADDRESS CHANGES**

With the recent 911 changes to physical address, it is an urgent matter that families report their new address to the school.

## **PHYSICAL EDUCATION**

Tennis shoes are required physical education class. Other shoes will not be allowed during participation. We suggest that children keep a pair of tennis shoes at school to wear during PE. Please help your child to be able to tie his/her shoes independently.

If your child is ill or injured, a written note from home is required to excuse him/her from PE class or outside play. Absences of a long duration require a doctor's excuse.

## **PRACTICE EVERY NIGHT (PEN)**

To become better readers and mathematicians, students are encouraged to read (or be read to by someone) for 15 minutes each night and practice their math facts (addition, subtraction, multiplication or division) for 5 minutes each night. Parents need to initial/sign the form each night and return the completed, signed form on Monday mornings. Students returning a completed form on Mondays will earn a sticker on the PEN chart. Students returning a completed form each week for a month will earn a Pizza Hut "Book It" coupon for a free personal pan pizza. Each class with 100% participation for a month will earn ten minutes of playground time. As an added bonus,

students may write the title of the books being read to their list and use this as a reminder to take Accelerated Reader tests on the books as well.

## PTO

PTO meetings will be held monthly. However, check the newsletters or website for the times and dates as the schedules vary throughout the school year. All parents are encouraged to become an active part of school by participating in PTO or other volunteering. Everyone is welcome to attend PTO meetings. However, in order to vote on projects and elections, you must be a paid member.

PTO Executive Board:

President	Danielle Ross
Vice President	Beverly Gillispie
Secretary	Janet Tucker
Treasurer	Amanda Gillispie

## SCHOOL CLOSING

In the event that school may be unexpectedly dismissed due to inclement weather or other unforeseen circumstances, Hometown Elementary will send each child home on his or her normal route (by bus, parent pick-up or walking). If you want your child to alter his/her regular route home, you need to indicate the change on the "Emergency School Closing" form that is sent home the first week of school. Make sure any changes in your plan later in the year are communicated to the teacher and school.

Parents can assist school authorities in emergency situations by listening to the radio or television. Do not call the school unless absolutely necessary. The school needs phones lines for communication with the central office.

School closings are announced on the school messenger. Parents may also sign up for an e-mail notification from the WVDE at <http://wvde.state.wv.us/closings/subscribe/county>. Local television and radio stations also announce changes.

Delays: A one-hour delay means that all school and bus schedules will be delayed for one hour. A two-hour delay means all schedules and runs will be delayed for two hours. Please observe delay hours when dropping students off at school. Please keep in mind that if the bus does not run and you drop students off at school, you cannot depend on buses to make afternoon runs. Breakfast will be served on delays.

## **SCHOOL IMPROVEMENT COUNCIL**

Our school has an active School Improvement Council that yearly studies the results of surveys completed by students, staff and parents. All data is reviewed and a school improvement plan is developed and implemented. The School Improvement Council meets five times a year. Your attendance and input are always welcome. Dates will be posted on the website, newsletters, and school messenger.

## **SCHOOL RULES AND STUDENT CONDUCT**

Good citizenship, which promotes a positive learning environment, is expected from Hometown Elementary students at school and going to and from school. Respect for self and others is of utmost importance. Students are expected to treat others in the manner they want to be treated. Students will be strongly encouraged to show PRIDE in themselves, the school, and their work.

Each teacher will post classroom rules of conduct that are required in order to foster a positive learning climate. In addition, there are a few general rules that apply to the school as a whole:

1. Students will only be permitted to use the office phone in cases of emergency.
2. Students are to come directly to school and go directly home (or to a sitter) after school. If they are to go to a place other than their normal schedule, they are to bring a note from the parent/guardian with instructions. If they are to go to a friend's house after school, we also need a note from a parent/guardian stating that they are expecting the child.
3. Students are expected to conduct themselves in a socially acceptable manner at all times. Appropriate action will be taken if a student: a) hurts self or others verbally or physically, b) interferes with the rights of others, c) damages or destroys school property or property of others, d) is rude or disrespectful, or e) deliberately disrupts the function of school programs.

### **SPECIFIC SCHOOL RULES:**

1. Students are not permitted to touch or hit each other.
2. Hallways and restrooms are quiet zones with no talking.
3. Dangerous objects, such as knives, matches, fireworks, etc., are not allowed in a student's possession.
4. Shoes must be worn at all times.

5. No glass containers are allowed on the school bus or in the building.
6. Toys are NOT to be brought from home (this includes fidget spinners). If a teacher desires a "Show and Tell" project, a written request will be sent home stating that such items are permissible for that day.

### **PLAYGROUND RULES:**

1. Students are responsible for whatever their body does at all times.
2. Students should always watch out for others on the playground.
3. Student should keep hands and feet to self. No body contact between students is permitted.
4. Students should always wait until the slide is empty before going down.
5. Students should always go down the slide sitting up (on bottom with legs in front of them) and facing forward. Before sliding down, make sure space on the ground is empty.
6. Students should only run in open spaces, not under equipment or near swings.
7. Only school equipment may be used on the playground.
8. Students should always be seated when swinging (not on tummy, knees or feet). They should swing in a straight fashion only (no twirling or sideways motion). Students are not permitted to jump from the swings or push others in swings.
9. If the outside temperature is 45 degrees or above, the students will go outside for playtime. Please dress your child according.
10. Students should always obey the adults on duty – listen for whistle.
11. Preschool playground is for grades PreK and K.

### **SHELTER IN PLACE/LOCK DOWN**

In the event of emergency circumstances, we may enact a Lock Down alert. During a Lock Down, all main entrances will be locked and signs will be posted. No one is to use our telephones, as we must keep lines open. No one will be permitted to enter or leave the building during a Lock Down. Students will be sequestered in classrooms and emergency procedures will be followed by teachers and staff. After Lock Down, the school will either go into Shelter in Place or evacuation (depending upon the circumstance). Drills will be held from time to time.

## STAR ASSESSMENT

We are committed to helping your child become successful. As part of this commitment, we will assess reading and math with a program called STAR. This will help us examine the best delivery of instruction and intervention for each student in grades K-5. Teachers will be sharing data with parents/guardians.

## STUDENT DRESS AND APPEARANCE

As styles change, students want to try the fads and be in style. While recognizing this, there are some “fads” which do not belong in the classroom. We encourage our students to have PRIDE in their personal appearance at all times, as well as PRIDE in their school. We ask for your cooperation in monitoring your child’s appearance to insure that our students both look and act appropriately in order to foster the best learning environment. Listed below are guidelines for dress at Hometown Elementary:

1. Jeans and slacks should not have holes or slits above the knee.
2. Tops should cover the torso down to the waist. Please check the top with arms raised—keep in mind daily PE activities. Tops should not be tied up to reveal any part of the torso.
3. Shirts, tops and dresses must have **straps of one-inch minimum width** at the shoulders.
4. Clothing cannot advertise alcoholic drinks, smoking products, or have foul language written on it.
5. Shorts should not be too short. Mid-thigh is a good length. A good way to test short length is to extend arms to side. Short hemline should be at least to the end of the longest fingertip length. Attire such as leotards or biker shorts should not be worn without an outer garment that falls below the hips.
6. Hats are not worn.

## TOBACCO USE

Hometown Elementary students and parents are expected to adhere to State Board Policy which prohibits the use of tobacco products on all school property.

## VISITORS

All visitors, volunteers, helpers, and others are to sign in at the office before going into classroom(s) or working anywhere on school grounds. This is the school’s method of

recording parent/volunteer participation and promoting school safety. Also, please obtain a VISITOR's sticker badge after signing the log sheet. The staff has been instructed to send visitors without badges back to the office for proper sign in procedures.

## **VIOLENCE PREVENTION**

As part of our Responsible Students Program, we have an Anti-Violence Policy. Violence in any form is unacceptable at Hometown Elementary. Violence may take many forms: physical violence against self or others or nonphysical violence (bullying, poking fun, etc.). Students who perpetrate acts of violence will be referred to the school counselor or to the principal for disciplining. Repeated nonphysical violence results in the same.

## **VOLUNTEER PROGRAM**

We believe a strong partnership between parents, teachers, students and community can help us achieve our mutual goal of providing the best possible education for each of our students. We believe that working together everyone accomplishes more.

The major goal of the volunteer program is to assist Hometown Elementary in providing the best possible education for each student. If you are interested in becoming a volunteer on our team, please contact the school. You will need to participate in our volunteer training and sign the volunteer pledge. You will be provided a Volunteer Handbook.

## **WEEKLY REWARD INCENTIVES**

Attendance -- To encourage students to be on-time and present, we will be having special Fridays such as crazy hair, PJs, mismatch, crazy socks, etc. If a student has been present all week without any tardies or early departures, he/she may participate. Students not qualifying are expected to wear regular attire.

## **Equal Opportunity**

The Putnam County Board of Education and Hometown Elementary School support equal educational opportunity for all students. The policies, rules, and regulations of the school shall be applied without regard to race, color, creed, national origin, or gender.