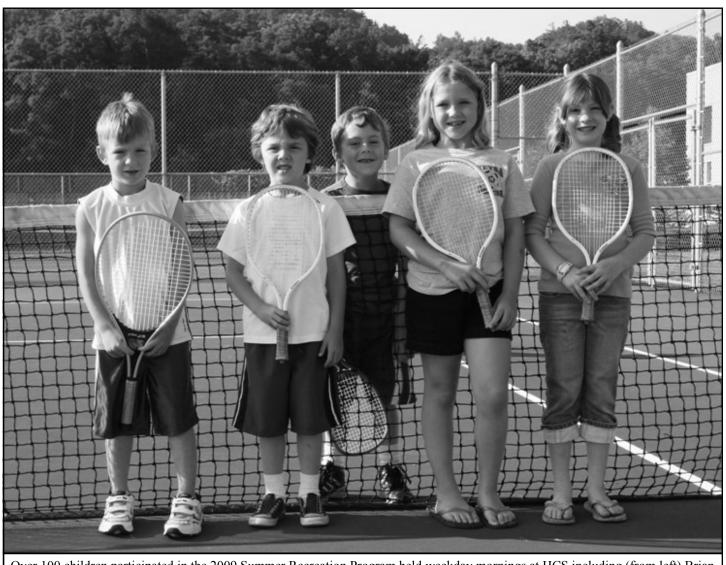


Summer Fun at 2009 Recreation Program



Over 100 children participated in the 2009 Summer Recreation Program held weekday mornings at HCS including (from left) Brian Mitchell, Dylan McGinn, Thomas Kressly, Cheyenne Reed and Paige Stopka who started the morning with a round of tennis.

Timing High News from Hammondsport Central School

District Superintendent Kyle Bower

It has been a busy summer at HCS but we will be ready for the start of school on September 8. The late Labor Day holiday and late start of school will come in handy as we finish up our EXCEL project and usual summer work and cleaning. The summer is actually the busiest time of the year in the District Office as we bring one year to a close and prepare for another, but we will

certainly be ready to kick off the new school year.

We are all very excited to welcome the 4th graders from the Curtiss School to the Main Street Campus this year as we begin the process of moving students from the Curtiss School. This year Curtiss School will only house grades 5 and 6, approximately 90 process of moving students from the Curtiss School. This year Curtiss School will only house grades 5 and 6, approximately 90 students and 4 classrooms. We have already identified the rooms at Main Street that these classes will move to in 2010-11 and

students and 4 classrooms. We have already identified the fooms at Main State the rooms will be ready by that time. The Primary Library has been relocated to an area near the High School Library so that Mrs. Curran can easily service both libraries. The High School has made the necessary accommodations to welcome a new 12-1-1 Special Education classroom into the building and we are excited to bring these students back to Hammondsport from other placements outside the District.

This is an exciting and uncertain time in education for all of us. A new Education Commissioner has just been appointed by the State, the State has changed the high stakes assessment calendar for our teachers and students in grades 3-8, and the economy continues to challenge all of us in every area. As always, we will work to balance the needs of our students with the ability of the community to support them.

Enjoy the rest of the summer and I look forward to September 8! As always, the door is always open.

New Use of Facilities Policy and Regulations at HCS

At the June BOE meeting, the Hammondsport Board of Education approved the new fee structure for use of facilities that went into effect on July 1, 2009. The new policy, regulations, fees, and Use of Facilities form can be found on the District website at www.hammondsportcsd.org.

Pre-Kindergarten & Kindergarten Visitation Night September 2, 2009, 6 PM

First Grade Visitation Night September 3, 2009, 6 PM

Federal Law Update

AHERA is a federal law enacted in 1987, which requires all school districts to re-inspect school facilities for asbestos-containing building materials. Our facilities have been inspected and response actions are planned to insure a continued safe environment for our students and employees. Activities include training of maintenance staff to prevent disturbances of asbestos and periodic re-inspection and surveillance activities by trained personnel. Details of such activities are described in the district's AHERA Management Plan, which is available for your review in the District Office of the Main Street School, 8272 Main Street.

Laker Lines is the official newsletter of the Hammondsport Central School District. It is distributed to all district residents. HCS Board of Education members include: James Zimar, President; Frank Curran, Vice President; Richard Drain, Nancy Torp and Christine Kolo.

The Board meets the third Wednesday of each month in the Library of the Main Street School.

Superintendent of Schools: Kyle Bower

Newsletter Editor: Julie Amsden

From the Desk of H.S. Principal Tad Rounds

Opening day is forecasted to be bright and sunny with no chance of rain. Despite a soggy summer the faculty and staff have been putting in hours of curriculum development and professional development. Staff have participated in *Teaching All Kinds of Minds* in-service to better develop lessons and interventions around students' strengths. The History Department has again participated in the *Teaching American History Grant* workshops and they and our students deserve special recognition for their outstanding performance on June's Regents assessments. Also, congratulations to Mrs. Demmin, parents and students on their trip to Puerto Rico. A tremendous educational experience was had by all.

Fall sports teams are gearing up for their upcoming contests with camps throughout the summer and practices commencing the second week of August. Homecoming is scheduled for the first weekend in October. Eyes are focused on more county championships and maybe even another sectional banner. Parents and athletes are reminded that no student may participate in any athletic practice without a school physical.

In September, students will attend an assembly with the nationally renowned speaker Tim Green. Mr. Green will stress the importance of goal setting and perseverance. Special thanks to Mrs. Curran for organizing this event. September will also kick off the magazine sale for Seniors who are finalizing details for their trip on Columbus Day weekend.

Before the start of the year, students and parents are reminded that teachers are available from 2:20-3:20 for academic help three days a week. This is not only the best way to pass, but to excel. The first Parent Liaison meeting will be held on September 15th at 7:00 PM in the High School Library. Please contact me with any questions or concerns at *trounds@hport.wnyric.org*.

New York State Comptroller's Audit Has No Major Findings In Hammondsport

by Superintendent Kyle Bower

The District has received the final copy of the Comptroller's Audit that was conducted in our District between December and March of the 2008-2009 school year. Two auditors from the State Comptroller's office spent several months in the District reviewing records, processes, and procedures in all areas looking for any areas of possible mismanagement or lack of controls. The final report listed recommendations in two areas: Internal Claims Auditor and Payroll Processing. The recommendations in both areas have been reviewed and corrective action has been taken to strengthen the District's controls in these areas. There were no findings of mismanagement, fraud, or negligence in any way in any area. I am very proud of the Business Office staff, as well as all of the District employees that were engaged in the audit process. The final report confirms that our District is running in an efficient, ethical, and responsible manner. The final copy of the Comptroller's report on Hammondsport Central School can be found on our website www.hammondsportcsd.org.

Glenn Curtiss Elementary Launches Project Wisdom

by Elementary Principal Michele Sincerbox



Glenn Curtiss Elementary has plans to expand its curriculum to include an exciting new character education initiative as part of each new school day with the implementation of a program called Project Wisdom.

In a world where many children face challenging situations that

require practical social skills and strength of character, trends in education are supporting programs like Project Wisdom that teach concepts such as integrity, respect, confidence, courage, honesty and diligence. In fact, schools across the country are now routinely covering these topics along with reading, writing and mathematics. Emerging research supports the notion that investing in character education and social emotional learning can improve behavior as well as academic performance.

We are proud to be one of over 11,000 schools nationwide utilizing this collection of daily words of wisdom which set a positive tone each day for everyone. Project Wisdom's messages not only impart new knowledge to the students, but also work to develop responsible and caring individuals. The verses are rich in history, culture and literature. They inspire, teach and encourage students to reflect upon the larger issues of life.

Each day Glenn Curtiss Elementary students will hear a short message containing a quotation from a historic figure, celebrity, modern hero or other notable voice that reinforces the topic of the day. Staff from the Elementary School will be adding this initiative to the existing Leading Lakers Program.

Project Wisdom's research shows that the program reduces incidents of disruptive behavior such as bullying and teasing, helps develop a more positive school climate and creates benefits that are perceived to be immediate and do not dissipate with time.

Project Wisdom was founded in 1992 by Leslie Matula of Houston, Texas. Leslie Matula developed the program as a part of a volunteer effort to bring character education to her son's middle school. Today the program reaches more than 4 million students each school day in all 50 states.

We look forward to seeing everyone in September.

Free/Reduced Price Meal Info; Application & Instructions pages 5 & 6

FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

Food Stamp/TANF/FDPIR case number:

This must be the <u>complete</u> case number supplied to you by the agency including all numbers <u>and</u> letters, for example, E 123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number. All children with the same case number may be listed on the same application. Separate applications are required for children with different case numbers.

Direct Certification:

If you receive food stamps or TANF, send in the Direct Certification Letter from the NYS Office of Temporary and Disability Assistance instead of completing the application.

Foster Child:

A child who is living with a family but who is under the legal care of the welfare agency or court. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the <u>personal</u> use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are <u>not</u> considered income to the foster child. Write "0" if the child has no personal use income.

Household:

A group of related or non-related people who are living in one house and share income and expenses.

Adult Family Members:

All related and non-related people who are 21 years of age and older living in your house.

Financially Independent:

A person is financially independent and a separate economic unit/house-hold when his or her earnings and expenses are not shared by the family/household.

Gross Income:

Is money earned or received by each member of your household <u>before deductions</u>. Examples of deductions are federal tax, State tax, and Social Security deductions.

Examples of gross income are:

- Wages, salaries, tips, commissions, or income from self-employment
- •Net farm income
- •Pensions, annuities, or other retirement income including Social Security retirement benefits
- •Unemployment compensation
- •Welfare payments (does not include value of food stamps)
- Public Assistance payments
- Adoption assistance
- Strike benefits
- •Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- •Alimony or child support payments
- Disability benefits, including workman's compensation
- •Veteran's subsistence benefits
- •Interest or dividend income
- •Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

If you have more than one job, you must list the income from all jobs.

If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources.

Current Income:

Your income at the present time **before deductions**. Farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months.

Income Exclusions:

The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:

> Marlissa Zema, Food Service Director mzema@hport.wnyric.org (607)569-5200 x5263



REDUCED PRICE ELIGIBILITY INCOME CHART Effective from July 1, 2009 to June 30, 2010

<u>Income Chart</u>: The following chart lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the Income Chart below, your children may be eligible to receive free or reduced price meals.

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional family member add:	6,919	577	289	267	134

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, submit a Direct Certification letter received from the Office of Temporary and Disability Assistance OR complete only one application for your household using the instructions.. Sign the application and return the application to Mrs. Zema. Please complete a separate application for each foster child. Call the school if you need help: (607)569-5200 x5263. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children for whom you are applying on one application. (For Foster Children, see Part 2)
- (2) List their grade and school.

PART 2 HOUSEHOLDS WITH A FOSTER CHILD SHOULD COMPLETE THIS PART AND SIGN PART 5. A foster child is the legal responsibility of a welfare agency or court. A separate application must be completed for each foster child.

- (1) List the foster child's monthly "personal use" income. ("Personal Use" income is money given by the welfare office identified by category for the child's personal use, such as an allowance, and all other money the child gets, such as money from his/her family or money from the child's employment.) Write "0" if the foster child does not get "personal use" income. SKIP PART 4. Do not list any other children, household members or income, or a social security number.
- (2) A foster parent or other official representing the child must sign the application in PART 5.

PART 3 HOUSEHOLDS GETTING FOOD STAMPS, TANF OR FDPIR SHOULD COMPLETE THIS PART AND SIGN PART 5. COMPLETE A SEPARATE APPLICATION FOR A CHILD/CHILDREN WITH A DIFFERENT CASE NUMBER.

- (1) List a current Food Stamp case number, TANF or FDPIR (Food Distribution Program on Indian Reservations) number. Do not use the number on your benefit card. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 5. SKIP PART 4. Do not list names of household members or income if you list a food stamp case number, TANF or FDPIR number.

PARTS 4 & 5 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 5.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. Specify how often this income amount is received: weekly, bi-weekly, monthly, 2 x per month. Changes in income during the school year no longer need to be reported.
- (3) The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (4) The application must include the social security number of the adult who signs PART 5 if Part 4 is completed. If the adult does not have a social security number, write "none". If you listed a food stamp, TANF or FDPIR number, or if you are applying for a foster child, a social security number is not needed.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). In order to determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

PRIVACY ACT STATEMENT

Section 9 of the National School Lunch Act requires that unless your children's food stamp, TANF or FDPIR case number is provided, you must include the social security number of the adult household member signing the application, or indicate that the household member does not have a social security number. The disclosure of a social security number is voluntary. However, if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information state d on the application. These verification efforts may be carried out through program reviews, audits and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or other benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported.

DISCRIMINATION COMPLAINTS

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, gender, or disability. To file a complaint, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

Attachment IIIA
School Year 2009-2010
Withdrew

COMPLETE ONLY ONE APPLICATION FOR YOUR HOUSEHOLD

F	R	D
Temp Free	Expires	
45 Davs		

FAMILY APPLICATION FOR FREE AND REDUCED PRICE SCHOOL MEALS/MILK

To apply for free and reduced price meals fo	r your children, read the instructions	s on the back, complete only one form	per h ousehold, sign your name	and return it to Mrs. Zema.
Call (607)569-5200 x5263 if you need help.	For additional names, list on a shee	et of paper.`		

	elp. For additional names, list on a shee		application.)	
Children's Names (Last, Firs		Grade/Teacher		hool
				
P. FOSTER CHILD: If the above List the child's personal use inc	named child is the legal responsibilit	y of a welfare agency or cour e child has no personal use ir		
application in Part 5 <u>OR</u> submi Reservations (FDPIR). Comple provided on your benefit letter,	OD STAMPS OR TEMPORARY AS: t a Direct Certification letter from the ete a separate application for children not the number on your benefit ca	Office of Temporary and Disa with a different case number ard.	bility Assistance or Food Discorno case number. Write	stribution Program on Indian your case number as
HOUSEHOLD MEMBERS & T letter, complete this part and al	OTAL HOUSEHOLD INCOME: If you	ou did not give a food stamp o	or TANF case number, or su	bmit a Direct Certification
Show how often each amount is receive	·	CURRENT INCOME/PAY P	ERIOD	
See Examples	Examples: \$100.29/	weekly, \$100.29/bi-weekly, \$100.29	•	
		reviewing official will process the		ived WEEKLY.
List the names of everyone in your house	sehold Earnings From Work Before deductions	Child Support, Alimony, Etc.	Payments from Pension or Retirement	Other Income
	Amount / How Often	Amount / How Often	Amount / How Often	Amount / How Often
1	\$/	\$/	\$/	\$/
2		\$/	\$/	\$/
3		\$/	\$/	\$/
4	\$	\$	\$	\$
5	\$	\$/	\$/	\$/
6	\$/	\$/	\$/	\$/
7		\$/	\$/	\$/
I certify that all of the information is officials may verify the information children may lose meal benefits.	ehold member MUST sign the appl s true and that all income is reported. I u and that deliberate misrepresentation of	nderstand that the information is the information may subject me	being given for the school to re to prosecution under applicable	State and federal laws, and my
SIGNATURE:	DATE: _	SOCIAL SECURITY	# -	
Home Telephone Work	Telephone Mailing Addre	ss		Zip Code
SOCIAL SECURITY NUMBER:	f Part 4 is completed, the adult who s	signs the application must pro	ovide his/her Social Security	number.
	OO NOT WRITE BELOW T	HIS LINE - FOR SCI	HOOL USE ONLY	
ANNUAL INCOME CONVERSION (O	NLY CONVERT WHEN MULTIPLE FRE	QUENCIES ARE REPORTED O X 24;MONTHLY X 12	N APPLICATIONS): WEEKLY	X 52; EVERY 2 WEEKS X 26
FOOD STAMP, TANF, Foster Chil		A 27,410HIILI A 12		
	ousehold Income/Frequency:			
Application APPROVED for:	☐ Free Meals☐ Temporary Free (expires in 45 d		Reduced Price Meals	
Date Notice Sent:				

Cursive vs Print

A Big Change for Glenn Curtiss Elementary

by Elementary Principal Michele Sincerbox

McInnis believed that since a child developmentally begins drawing circles first, they should be taught to write in cursive since it is more natural for them. It was also believed that there were fewer reversals of certain letters. In addition, McInnis built on the concept that all words are connected letters. Keeping letters together to form words and spacing of words comes more naturally for cursive writers.

McInnis had excellent ideas and philosophies; however, with the new requirements from the State Education Department and with our new Scott Foresman Reading series, students in Kindergarten are learning to read and write at a much faster rate. The Kindergarten classes are no longer teaching one letter per week as they did several years ago. The students are required to know both capital and lower case letters in cursive for writing as well as capital and lower case letters in manuscript for reading.

Students are expected to be able to recognize the letters in the books that they are reading. With that being said, there are 104 letters being taught to 5 year olds in a very short period of time. The Kindergarten teachers are spending so much time on letter recognition and formation that there are components of reading such as encoding, decoding and ARL that are being put to the side. The new transient population of students creates more difficulties for students coming to Hammondsport. These students are coming from area school districts that teach print first and therefore, these students do not know cursive writing. Cursive writing then becomes a focus of instruction in some cases. NYS curriculum dictates manuscript in kindergarten and cursive by grade 3.

During our Conference Day on March 23, 2009 we discussed the concerns of both cursive and print. During this conversation as well as through our ELA Committee meetings it was decided the following positives outweigh the negatives of going to print.

Positives of Print

Capital printed letters seem to be learned more quickly than cursive.

Most life forms require print.

Print is everywhere-technology, textbooks, newspapers, etc.

Curriculum change is creating a need for change.

Our current reading program offers a 3 week review of all letters rather than the time given previously.

Students are required to know both lower case and upper case letters rather than all lower case.

Children come in knowing print already.

Time is valuable. It seems we spend so much time re-teaching letters in cursive to kids who know print.

Reading print and writing cursive confuses some students

We will gain instructional time because we are not going to be reviewing 104 letters but rather 52 letters that the students are exposed to everyday in every setting.

Transient population causes loss of time on the important ELA components.

We, as an elementary school, for the first time in many years, will be teaching our Kindergarten students print. We believe this will improve test scores and is worth the change for September 2009. We look forward to seeing all of our students in September.

PESTICIDE NOTICE

New York State Education Law Section 409-H requires all public and non-public schools to provide you with information regarding the potential use of pesticides periodically throughout the school year.

The district is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

The district makes every effort to use only the following pesticide applications, which are **NOT** subject to prior notification:

- 1. Mouse bait in tamper resistant stations
- 2. Granular ant bait
- 3. Gel Baits
- 4. Aerosol products with a directed spray in containers of 18 oz.

or less (wasp & hornet spray).

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification to those on the 48-hour notification list.

If you would like to receive 48-hour prior notification of pesticide applications, please complete the following form and return it to:

Pesticide Representative Hammondsport Central School P.O. Box 368 Hammondsport, NY 14840

HCS Request for 48-Hour P	rior Pesticide Application Notification
Name (please print):	
School building:	
Address:	
Daytime Phone:	Evening Phone:
Email Address:	
Signature:	

August/September Calendar Items



August

Homecoming Weekend October 2nd & 3rd

17 JV/Varsity Fall Sport practices begin

19 BOE Meeting, 7 pm

September

- 8 First Day of School
- 9 Senior Magazine Sales Begin
- 18 Picture Day; ACT Registration deadline for Oct. exam
- 29 College Fair at Haverling

There will be a public hearing regarding the District Code of Conduct and District Attendance Policy as a part of the August 19 Board of Education meeting. The Board will be voting to reauthorize these District policies as a part of that meeting. All interested District residents are invited to attend should you have questions or concerns regarding either of these required

Attention Parents

We are required to release student names, addresses, and telephone listings for Juniors and Seniors to the military branches. As a parent, you may choose not to have your child's name released. You must notify the school, in writing by the start of the first school day in September to have your child's name removed from the list. Please direct this to the High School Office.

Non-profit organization U.S. Postage PAID Hammondsport, NY 14840 Permit #8 Hammondsport Central School District Main Street Hammondsport, NY 14840

Box holder



Health Office Guidelines

SCHOOL PHYSICAL: A School Physical is necessary for entry into public school. Any new student entering public school in New York State is required to have a physical examination by a NYS licensed physician (Article 9 of the NYS Education Law). We request that your physician submit a health certificate to the Health Office within fifteen (15) days after entry into school. The School Physician gives routine physicals to all second, fourth, seventh and tenth grade students each year.

IMMUNIZATION RECORD: An updated copy of your child's Immunization Record is necessary for entry into public school. We require a copy signed by the medical doctor or nurse administering the vaccination. This record must be produced within fourteen (14) calendar days of admission to school and may be sent from your MD or sent from your prior school. The New York State Department of Health requires that each student comply with the following immunization schedule: 3 or more Polio, 3 or more DT, 2 MMR, the Hepatitis B Series (#1, #2 and#3) if born after 1/93 AND every 7th grader entering school on or after 9/1/2000. Varicella Vaccination is also required for all entering kindergarten students born after 1/1/98. If the student has had Chicken Pox. MD verification of the date of the disease is required. PLEASE NOTE: the Varicella Vaccination and Tdap booster are required for all 6th grade students born on or after 1/1/94. If the student has had Chicken Pox, MD verification of the date of the disease is required.

HEARING AND VISION/SCOLIOSIS: The School Nurse will do hearing and vision screening for all new students. All students in grades K-3 and 5, 7 and 10 will also be screened every academic year. Scoliosis Screening will be done for grades 5,6,7,8 and 9.

ABSENCE OR TARDINESS: When your child returns from an absence or is tardy, he/she must bring a written excuse the day he/she returns. Please call the Health Office when your child will be absent.

MEDICAL OR DENTAL APPOINTMENTS DURING SCHOOL HOURS: Any child who is to be excused from school during school hours must bring a written excuse signed by his or her parent or guardian.

PHYSICAL EDUCATION RESTRICTIONS: If your child is not to participate in Physical Education or sports because of a health condition or injury, an excuse from your physician is to be presented to the Health Office. When the child is to return to Physical Education class, a note from the physician is required.

MEDICATION: Any medication that must be taken during school hours must be brought to the Health Office in its original container with the label intact. A parent should bring the medication to school with a permission form signed by the physician and the parent. The medication is kept in a locked area in the Health Office and dispensed at the proper time. There can be no over-the-counter medication administered unless so directed by the physician and the parent. Over-the-counter medications include Aspirin, Tylenol, Cough Medicine and Topical Ointments.