

CITY SCHOOL DISTRICT
Hornell

2023-2024

PARENT | STUDENT

H A N D B O O K

North Hornell School
Grades 3PK-1



Intermediate School
Grades 2-6



Hornell High School
Grades 7-12



Hornell City School District Vision Statement

Together, preparing students for their future

Mission Statement

To nurture, encourage and cultivate lifelong learners who contribute to a diverse society as productive citizens.

Core Beliefs

Our community believes that:

- *All students can successfully reach their potential, using their unique abilities and talents to become responsible, productive and contributing citizens.*
- *All staff members will continually improve their practices in support of student learning, develop significant relationships with students and collaborate with staff, parents and the community to make a difference in students' lives.*
- *A quality educational community:*
 - *anticipates changes, is data-driven, plans and acts to a dynamic world*
 - *provides a caring, safe, secure and inviting climate*
 - *fosters a culture of responsibility, respect, trust and pride*
 - *models and actively engages the local, national and global community.*

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HORNELL CITY SCHOOL DISTRICT INFORMATION

BOARD OF EDUCATION

Mr. Christopher Clark, President
Mr. Joseph Liberto, Vice-President
Mrs. Kerry Davis
Mrs. Meghann Khork
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Ms. Amy Feeley
134 Seneca Street
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TRANSPORTATION SUPERVISOR

Mr. Steven Sleight
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The Hornell City School District is in compliance with the U.S. Civil Rights Act of 1964, Title IX and Section 504. The district provides equal opportunity and does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap.

For any information on this compliance, please contact:

Mrs. Juliana Smith at 607-324-1302 x1100 or Amy Feeley at 607-324-1302 x 1480.

CALENDAR 2023-24

September 5, 2023 (Tuesday) Conference Day (no school for students)
 September 6, 2023 (Wednesday)..... Conference Day (no school for students)
 September 7, 2023 (Thursday)..... First day of school
 October 9, 2023 (Monday).....Columbus Day (no school)
 November 10, 2023 (Friday).....Veteran’s Day (no school)
 November 20, 2023 (Monday) Conference Day (no school for students)
 November 21, 2023 (Tuesday) Conference Day (no school for students)
 November 22-24, 2023 (Wednesday-Friday) Thanksgiving Break (no school)
 December 22, 2023 (Friday) – January 1, 2024 (Monday) Winter Recess (no school)
 January 15, 2024 (Monday) Martin Luther King Day (no school)
 February 19 – 23, 2024 (Monday-Friday).....Mid-Winter Recess (no school)
 March 29, 2024 (Friday)..... Good Friday (no school)
 April 1, 2024 (Monday)..... (no school)
 April 22, 2024 (Monday) - April 26, 2024 (Friday) Spring Recess (no school)
 May 27, 2024 (Monday) Memorial Day (no school)
 June 19, 2024 (Wednesday)..... Juneteenth (no school)
 June 26, 2024 (Wednesday) Last day for 3PK-6

Reports Cards

K-6

1st Trimester. December 15, 2023
 2nd Trimester..... March 28, 2024
 3rd Trimester. June 26, 2024

High School

End of Marking Period / Report Card Date

1st Semester.....November 9, 2023 / November 16, 2023
 2nd SemesterJanuary 26, 2024 / February 2, 2024
 3rd SemesterApril 5, 2024 / April 12, 2024
 4th Semester..... June 26, 2024 / June 26, 2024

**Please visit www.hornellcityschools.com
 for up to date calendar information.**

ATTENDANCE POLICY

It is the expectation of the Hornell City School District that all students will be present in school on a daily basis. Absence from school will be monitored on an individual student basis. The principal, guidance counselor, teacher and other school officials as a team, will review individual student attendance issues and determine the most effective course of action.

Absences

Only a parent or legal guardian may write an excuse for a student who is absent or needs to be excused early for an appointment. Students who do not live with a parent or guardian must meet with the building principal to make arrangements for the signing of their excuses.

Excuses must include:

- Student's first and last name
- Date of the illness or appointment
- Specific reason for the student's absence (doctor/dentist name if appropriate) or the business to be conducted
- Time the parent/legal guardian will pick up the student for an early departure
- Approximate time when the student will return to school
- Parent/guardian signature

Please note that absences may be called in, but a written excuse must follow upon the student's return to school. The following are deemed to be acceptable reasons for absence from school:

1. Personal illness (After three days, a doctor's excuse is required)
2. Illness or death in the family
3. Impassable roads or severe weather conditions
4. Religious observance
5. Quarantine
6. Required court appearance
7. Attendance at health clinics (A doctor's note may be required)
8. Approved college visits (Student must provide signed documentation by the college admissions office.)
9. Approved cooperative work programs
10. Military obligations (documented by appropriate military staff)
11. Disciplinary detention of an incarcerated youth
12. Approved school business
13. Absences approved in advance by the school principal
14. Being sent home by one of the school's offices (Attendance, Guidance, Principal, Nurse).
(If a student leaves school during the day without permission from one of these offices, no excuse from home will be accepted.)
15. Any other reason approved by the Commissioner of Education
16. Drivers Education Exam

The following are examples of unacceptable reasons for absence from school. It is only a partial listing. It is not to be assumed that if a reason is not listed below that it is acceptable.

1. Working
2. Oversleeping
3. Staying home to baby sit
4. Being tired
5. Shopping
6. Traveling
7. Missing the bus
8. Cold or inclement weather (unless school is closed)
9. Missing a scheduled school day for a vacation

Responsibility for Good Attendance

Research states good attendance has a direct result in a child's academic growth.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

Parent/Guardian Responsibilities

- It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
- Parents/guardians are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in the event of an emergency.
- Parents are to notify the school(s) when a change in address, phone number or emergency contact occurs.
- When a student is absent from school, parents/guardians must contact the school to report the absence.
- The written excuse must be submitted to the correct attendance office within five days of the absence. Failure to do so will result in the absence being recorded as unexcused.
- A doctor's verification of the absence may be requested.
- When a student is tardy to school, parents/guardians must provide a written excuse upon the student's arrival at school. Failure to do so within five days will result in the tardy being recorded as unexcused.
- Appeals concerning the application of the policy should be made to the building principal.

Student Responsibilities

- Students must attend school daily and be on time.
- Students must attend all classes and participate fully.
- Students are expected to make timely arrangements with their teachers to make up assignments and class work they have missed during their absence.
- Students must not leave school without signing out of the appropriate attendance office. The student is also expected to sign back in upon return to school.
- If suspended students will have an alternative education provided to them.

The full attendance policy can be obtained from the principal's office or our website at www.hornellcityschools.com / Board of Education / Board Policy / #7110.

When A Student is Absent

If a student is going to be absent from school, the parent/guardian should call the nurse's office / attendance office as indicated below:

North Hornell School (3PK-1) .. 324-0014 (ext. 1723)
Intermediate School (2-6) 324-1304 (ext. 1102)
High School (Grades 7-12) 324-1303 (ext. 1516)

Doctor's Appointments

If you have to leave school early because of an appointment, please bring in a note regarding the time your parent will be picking you up. Students in grades 3PK-6 are not allowed to leave school alone; someone must pick the student up at the office. Students in grades 7-12 may leave school alone, but they must sign out of the attendance office prior to leaving for any reason. The student must also sign back in when returning to school that day.

Physical Education Class Absences

If a student has to be excused from gym because of a medical reason (not a routine visit), **a note must be sent to the school nurse that is signed by the student's doctor.**

CAREER DEVELOPMENT COUNCIL

Career Development Council, Inc. is an educational nonprofit organization that contracts with area school districts to provide high quality career education programs. Services for schools may include career days, job shadowing, career panels, career-related field trips and site visits, career speakers, mock interviews, Working Worlds for Educators and grant-funded/special career-focused programs such as Architectural Awareness, Life: Powered by You!, and the Youth Leadership Institute.

Career Development Council strives to be a "career catalyst", increasing opportunities to educate youth on the world of work and the various career pathways open to them. We leverage the resources of employers, educational entities and the community to positively engage students to become productive, contributing members of our community. Career Development Council relies heavily on the generosity of time and expertise of our local business community to provide career awareness and career exploration opportunities for students across our region. To learn more, please contact your school guidance counselor, visit our website cdc.gstboces.org or contact the Career Development Council office by e-mail cdc@gstboces.org. Follow Career Development Council on Facebook and Twitter to stay informed about programming and opportunities to volunteer.

CODE OF CONDUCT

The complete Code of Conduct can be obtained from the principal's office or accessed on our website at www.hornellcityschools.com / Board of Education / Board Policy / #3410.

Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability. It is recognized that some school activities have a limited number of participants and a fair and equitable process will be used to select those students for participation.
2. Present their version of the relevant event to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

Student Responsibilities

1. Be familiar with and abide by all district policies, rules and regulations pertaining to student conduct.
2. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
3. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
4. Seek help in solving problems that might lead to discipline procedures.
5. Attend school every day unless they are legally excused and be in class on time, and prepared to learn.
6. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
7. Dress appropriately for school and school functions, this includes no hats and hoodies
8. Strive to make constructive contributions to the school and to report fairly all circumstances of school-related issues.
9. Report all instances of school policy violations to school personnel.
10. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
11. Accept responsibility for their actions.

Prohibited Student Conduct

1. **Engaging in behavior that is insubordinate.** *Examples of insubordinate behavior include, but are not limited to:*
 - a. *Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students*
 - b. *Unauthorized display or use of personal electronic devices*
 - c. *Dress code violations*
2. **Engaging in behavior that is disruptive.** *Examples of disruptive conduct include, but are not limited to:*
 - a. *Any action(s) that result in the disruption of the education process for themselves or other students*
 - b. *Use of profanity not directed at a person*
 - c. *Use of inappropriate language not directed at a person*
3. **Engaging in behavior that endangers the safety, morals, health, or welfare of others.** *Examples of such conduct include, but are not limited to:*
 - a. *Use of profanity directed at a person*
 - b. *Use of inappropriate language directed at a person*
 - c. *Use of racial slurs*
 - d. *Use of offensive gestures*
 - e. *Use of sexually oriented comments*
 - f. *Harassment, bullying, and/or discrimination*
 - g. *Cyberbullying*
 - h. *False Alarms, bomb threats*
 - i. *Sexual harassment*
 - j. *Sexual offenses*
 - k. *Assault*
 - l. *Fighting*

- m. Use possession, or sale of drugs and/or alcohol
 - n. Use possession, or sale of tobacco and/or vape products
 - o. Weapons possession, displaying what appears to be weapon, and/or threatening to use a weapon
 - p. Larceny/theft
4. **Engaging in any form of technology misuse.** Examples of technology misuse include, but are not limited to:
 - a. Device misuse such as searching or visiting inappropriate websites
 - b. Taking a photo or video of another student/staff member without permission and/or sending it to others
 5. **Engaging in any form of property damage.** Examples of property damage include, but are not limited to:
 - a. Vandalism
 - b. Damaging or defacing public or private property
 - c. Graffiti
 - d. Destroying digital records
 - e. Carving initials into desks or furniture
 - f. Intentionally damaging electronic devices.
 6. **Engaging in academic misconduct.** Examples of academic misconduct include, but are not limited to:
 - a. Plagiarism
 - b. Cheating, including the use of AI
 - c. Altering records
 - d. Assisting other students in any of the above actions.
 7. **Engaging in misconduct on the school bus.** The Hornell City School District maintains and operates an extensive transportation system for the purpose of bringing students to and from school safely and on time. Since riding school transportation is an extension of the school day, the code of conduct is in effect. It is crucial for students to behave appropriately while riding on district buses, to ensure their safety, and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for behavior (as noted in Prohibited Student Conduct 1-5.) Excessive noise, pushing, shoving and fighting will not be tolerated.

Student Discipline

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- **Oral warning** – any member of the district staff
- **Documented warning** – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, building administrator, superintendent
- **Removal from classroom by teacher** – teachers, building administrator
- **Detention** – building administrator, superintendent
- **Suspension from transportation** – director of transportation, building administrator, superintendent
- **Suspension from athletic participation** – coaches, athletic director, building administrator, superintendent
- **Suspension from social or extracurricular activities** – activity advisor, building administrator, superintendent
- **Suspension of other privileges** – building administrator, superintendent
- **In-school suspension** – building administrator, superintendent
- **Out-of-school suspension**
 - Short term (five days or less) suspension from school – principals, superintendent, Board of Education
 - Long term (more than five days) suspension from school – superintendent, Board of Education
- **Permanent suspension from school** – superintendent, Board of Education

Student Dress Code

It is the responsibility of the student, with parental assistance, to come to school properly dressed. Every student should be clean and fully dressed. Attire should not be injurious to the health, safety, or welfare of our students; nor should one's dress be disruptive to the educational process. The Board of Education has authorized school officials to prohibit dress, which is so distracting as to interfere with the learning process. General guidelines referring to a student's dress, grooming and appearance are outlined below:

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.

2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoodies are not allowed unless permitted for medical or other reasons by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race.
5. Sunglasses may not be worn inside the building.
6. Hats are permitted at the discretion of the classroom teacher.
7. Clothing and accessories that endanger student or staff safety may not be worn. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

Each building principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year. If a student does not dress in accordance with the above guidelines, he/she will be given an opportunity to conform. The administration will notify parents of students who refuse to maintain proper dress in school. Such students will remain in the Main Office until appropriate changes to their attire have been made.



COMPUTER USE

Student Use of Computerized Information Resources--Acceptable Use Policy

The Board of Education will provide access to various computerized information resources through the District's computer system ("DCS" hereafter) consisting of software, hardware, computer networks and electronic communications systems. This may include access to electronic mail, so-called "on-line services" and the "Internet." It may include the opportunity for some students to have independent access to the DCS from their home or other remote locations. All use of the DCS, including independent use off school premises, shall be subject to this policy and accompanying regulations. Further, all such use must be in support of education and/or research and consistent with the goals and purposes of the Hornell City School District.

One purpose of this policy is to provide notice to students and parents/guardians that, unlike most traditional instructional or library media materials, the DCS will allow student access to external computer networks not controlled by the School District where it is impossible for the District to screen or review all of the available materials. Some of the available materials may be deemed unsuitable by parents/guardians for student use or access. This policy is intended to establish general guidelines for acceptable student use. However, despite the existence of such District policy and accompanying guidelines and regulations, it will not be possible to completely prevent access to computerized information that is

inappropriate for students. Furthermore, students may have the ability to access such information from their home or other locations off school premises. Parents/guardians of students must be willing to set and convey standards for appropriate and acceptable use to their children when using the DCS or any other electronic media or communications.

Standards of Acceptable Use

Generally, the same standards of acceptable student conduct which apply to any school activity shall apply to use of the DCS. This policy does not attempt to articulate all required and/or acceptable uses of the DCS; nor is it the intention of this policy to define all inappropriate usage. Administrative regulations will further define general guidelines of appropriate student conduct and use as well as proscribed behavior.

District students shall also adhere to the laws, policies and rules governing computers including, but not limited to, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law.

Students who engage in unacceptable use may lose access to the DCS in accordance with applicable due process procedures, and may be subject to further discipline under the District's school conduct and discipline policy and the District Code of Conduct. The District reserves the right to pursue legal action against a student who willfully, maliciously or unlawfully damages or destroys property of the District. Further, the District may bring suit in civil court against the parents/guardians of any student who willfully, maliciously or unlawfully damages or destroys District property pursuant to General Obligations Law Section 3-112.

Student data files and other electronic storage areas will be treated like school lockers. This means that such areas shall be considered to be Hornell City School District property subject to control and inspection, and this includes non-network web-based student email systems used within the district network. The Technology Director and Senior Technology Support Technician may access all such files and communications to ensure system integrity and that users are complying with the requirements of this policy and accompanying regulations. **Students should NOT expect that information stored on the DCS will be private.**

Student Use of Digital Media Devices

Students are prohibited from using digital/electronic media devices, including cell phones, to photograph, record video or audio of any staff member or student without administrative approval.

Notification/Authorization

The District's Acceptable Use Policy and accompanying regulations can be found on the district website for parents and student in order to provide notice of the school's requirements, expectations, and student's obligations when accessing the DCS.

"Passive Consent" (Opt-out) Student access to the DCS will be provided following the acceptance and a digital signature required at the first log in of each academic year unless the parent has submitted written notification to the District that such access not be permitted. Procedures will be established to define the process by which parents may submit a written request to deny or rescind student use of District computers. Ref: Policy #8271 – Children's Internet Protection Act: Internet Content Filtering/Safety. The complete Acceptable Use Policy can be obtained from the principal's office or accessed on our website at www.hornellcityschools.com / Board of Education / Board Policy / #7315.

CUSTODY INFORMATION

If a child is under the full custody of one parent, it is necessary that the school have a copy of the court order. Without this information, the child will be allowed to leave school with the other parent.

ESSA

The Every Student Succeeds Act (ESSA) was signed into law on December 10, 2015. The ESSA replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA). Although NCLB was designed to make changes in teaching and learning in order to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in New York still are required to hold the appropriate state certification/license for their given position. Under ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. New York has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Hornell City School District. All of our regular teachers have college degrees and many have advanced

degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their skills remain at the highest possible level.

We encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on ESSA, and the role of parents, please visit the United States Department of Education's (USDE) website at <http://www.ed.gov/essa>. By partnering, families and educators can provide your child with the best education possible.

EMERGENCY SCHOOL CLOSINGS

Notification

In the event of inclement weather or other emergency conditions, the district may implement a two-hour delay or close school. Local radio, television and our website at www.hornellcityschools.com will provide these announcements. The district also participates in Blackboard, a system that notifies parents via phone contact about important school information. **It is very important that the school be notified of any change in your contact information during the school year.**

Two-hour Delay

If it is announced that there will be a two-hour delay, school will begin its program two hours later than its regular schedule. Morning buses will run on a two-hour delay; a cold breakfast will be available for students who want it. School will dismiss at its usual time, unless other weather or emergency issues occur.

School Closing

If it is announced that school is closed, all school buildings are closed for the entire day. This means that all after-school and evening activities are cancelled as well, unless otherwise specifically announced.

FIRE DRILLS

Fire and disaster drills are necessary for the safety of our students and staff. We are required to have 12 fire and emergency drills a year to include eight evacuation drills with four using secondary exits and four lock down-drills. Specific information for fire drills is posted in each classroom and will be reviewed by the classroom teacher at the start of the school year. In order to ensure the safety of the students and our staff, we request that all students follow the procedures described below:

1. Upon hearing the fire alarm, students are to leave their assigned rooms immediately without coats or books;
2. Everyone will leave the building, except those assigned fire drill duties;
3. There is little or no talking and absolutely no horseplay during a fire drill;
4. All drills should be at a fast walk – no running. Students on crutches etc., should go last with an assigned helper;
5. Students need to move at least 50 feet from the building upon exiting the doors;
6. Await the signal before returning to the building.
7. No use of electronic devices.

We appreciate the students' cooperation with this extremely crucial obligation.

HEALTH INFORMATION

Illness

If a student is ill, or has symptoms of illness (i.e. temperatures over 100 degrees, vomiting/diarrhea, or evidence of a throat infection), they should stay home. However, attendance in school is very important. Many early morning headaches, sore throats and upset stomachs vanish once the student gets up, has breakfast and gets to school. If a student tries this and still doesn't feel well, they should report to the nurse's office.

If you become ill while you are in school, get a pass from your teacher and go to the nurse's office. If it is necessary that you be excused from school, the school nurse will call your parent.

Immunizations

Before a child is permitted to enter school, proper evidence shall be submitted by the parent indicating that the child has been immunized or that there is proper reason for not having the child immunized. If there is no evidence of immunization, the child shall not be permitted to enter school until such time as proper immunization procedures have begun.

As of July 1, 1980, no child may be admitted to school or allowed to attend school in excess of 14 days without appropriate certification of immunization against diphtheria, poliomyelitis, measles, rubella and mumps. The 14 days

may be extended by the principal to 30 days for an individual pupil if the student is transferring from out of state or another country.

Proof of the following immunizations is required:

Diphtheria Toxoid Containing Vaccine.....	4 doses
Polio.....	4 doses
Measles/Mumps/Rubella.....	2 doses
Hepatitis B.....	3 doses
Varicella.....	2 doses
Tetanus/Diphtheria and Pertussis (Tdap).....	1 dose 6th grade
Meningococcal Vaccine	1 dose prior to 7 th grade (cannot start school without it)
.....	2 doses 12 th grade (unless first dose was given at or after the age of 16 then only one dose is needed)
Haemophilus influenza type b (Hib).....	1 to 4 doses (required for Pre-K)
Pneumococcal Conjugate (PCV).....	1 to 4 doses (required for Pre-K)

If, after the time period, the parents have not taken the proper steps for immunization, the principal will call the Child Protective Unit. Referral will not be made to CPU if there exists any impediment to compliance that is NOT the fault of the parents.

On June 13, 2019, Governor Cuomo signed into law legislation removing the religious exemption from immunization requirements effective immediately.

Injuries

All injuries occurring on school property should be reported immediately to the supervising staff member and then to the school nurse. It is important that a student accident report be completed when a student is injured on school property. The family's health insurance must be used first if medical treatment is required. The nurse must be notified within 30 days to qualify for school insurance, which is secondary to the family's insurance. The following are examples of injuries which are not covered by the school's insurance: illness and disease, fighting and horseplay, fund-raising activities, insect bites, orthodontia, broken eyeglasses, self-inflicted injuries, walking or riding bicycles to and from school.

Medications

Any medication that must be taken during school hours must be brought to the nurse's 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 will be kept in the nurse's office and administered at the proper time. Even over the counter medications such as: Tylenol, Advil, cold formulas, topical, eye medication, etc. must be ordered by a physician and signed by a parent in order to be given in school.

Physicals

Student physical examinations are required for students entering pre-kindergarten/kindergarten and new students to the District. The School Physician will perform physical exams for students in grades PK/K, 1, 3, 5, 7, 9 and 11 as mandated by the State if not obtained by personal physician. Physicals are to be done by a physician licensed to practice in NYS (or equivalent) and shall include BMI (body mass index) and WSD (weight status category) information which will be reported to NYS without the use of names. Parents may opt out of having their child's WSD reported to NYS by signing an "opt out" and returning it to the respective school health office. Physicals are offered at school for newly enrolled students, students in the mandated years, playing sports (mandated annually) and for working papers.

Wellness

The District has a comprehensive Wellness Policy which details the nutrition and physical activity policies of the district. The policy, in its entirety can be obtained in the principal's office or on our website www.hornellcityschools.com / Board of Education / Board Policy / #5661.

BREAKFAST / LUNCH

The Hornell City School District participates in the USDA's Community Eligibility Program where all students attending a school in our district may eat a breakfast or lunch meal free of charge. Students may also bring a nutritious meal from home if they choose to do so. Food or beverages from outside vendors may not be brought into the school cafeteria to be eaten.

If a student wishes an additional meal or would like to purchase items ala carte they can do so for an additional charge. A breakfast entrée is \$1.00 a complete second breakfast is \$2.00. A lunch entrée is \$1.60 and a complete second lunch is \$3.50. Milk or snacks can be purchased for \$0.75 - \$1.50. Charging ala carte or second entrees/meal will not be allowed.

LOST/FOUND ITEMS

Personal Items

If a student finds or loses an article of clothing, lunch box, etc., please contact their main office. It is recommended that the student's name be placed in lunch pails, boots, coats, hats, etc. It is also wise to keep a record of the serial numbers regarding items of value.

Lost/Damaged School Owned Items

If you have been assigned a textbook, library book, workbook, magazine, personal calculator, laptop, athletic uniform or any other school owned item, you are responsible for its safe return to school in good condition. If you fail to return or if you return an item in damaged condition you will be charged the replacement cost for said item.

(The value of a book may be pro-rated based on the age of the book. If a book is found and returned in good condition, a refund will be made.)

NON-RESIDENT STUDENTS

The District accepts some non-resident students under a limited set of circumstances, in accordance with District regulations:

- a) Non-resident children attending school (grades K through 12) during the 2015-2016 school year pursuant to the prior District policy #7132 and who continue to meet the criteria described below will be permitted to complete school in the Hornell City School District.
- b) Children of all full-time employees of the School District who live outside the District boundaries shall be admitted to District schools upon written application to the Superintendent of Schools. Admission granted pursuant to this provision will be conditioned on the parent's continued full time employment with the District. If the parent's employment with the District terminates during the school year, the student may be permitted to complete the semester. Such students must also continue to meet all criteria set forth below.
- c) Non-resident children in grades seven (7) through twelve (12) that wish to be admitted to the District shall provide a written application to the Superintendent of Schools for consideration. That application must be received by the Superintendent's Office no less than thirty (30) days prior to the commencement of either the fall or spring semester for consideration of admittance. Applications received at any other time will only be considered for those children who become non-residents during the school year because his/her parent(s) move out of the District.

Such students must also continue to meet all criteria set forth below.

Criteria for admission/continued attendance:

- a) The student has an exemplary academic, attendance and behavior record;
- b) There is sufficient space to accommodate the non-resident student;
- c) No increase in the size of faculty or staff will be necessary;
- d) Admittance will not result in the establishment of a new section;
- e) Attendance in a program offered through a 3rd party vendor is not provided;
- f) Where applicable, tuition may be charged to families of non-resident students in accordance with formulas approved by the State Education Department.

Although the Superintendent may make a recommendation to the Board on the issue of whether admission should be granted and/or continued, the Board of Education shall have final approval on all non-resident student enrollment requests.

Tuition

Non-resident students are required to pay tuition in accordance with formulas established by the State Education Department, or the rate adopted by the Board of Education. In either event, tuition of individual non-resident students

will be computed in advance at the time of enrollment. Where the nonresident student's parents or guardians own assessable property in the District, the following shall apply:

- a) If the amount paid by parents for school taxes exceeds the cost of tuition, the parents will be reimbursed the full amount of tuition they have paid. b) If the amount paid by parents for school taxes is less than the cost of tuition, the parents must pay the difference between the two sums as tuition to the District.

Tuition will be billed and payable in advance.

Future Students

The children of families who have signed a contract to buy or build a residence in the District within 60 [calendar] days of the beginning of the semester in which enrollment is sought may enter the school with payment of tuition, payable in advance, with an adjustment to be made when the family becomes a resident in the District.

Foreign Students

Students from other nations who are living with District residents may be enrolled at the discretion of the District. In accordance with federal law, a foreign student who attends a public secondary school (grades 9- 12) under an F-1 Visa must reimburse the District for the full unsubsidized per capita cost of providing education at the school during the student's attendance. The administration is authorized to file with the U.S. Department of Homeland Security the forms necessary for the monitoring of non-immigrant foreign students during the course of their stay in the District in accordance with the Student and Exchange Visitor Information System (SEVIS).

Proof of Residence

Such documentary or sworn proof as shall be required by the administration or Board of Education must be furnished prior to the admission of any child residing in the District with a person not his/her parent or who is the child of a non-resident. The admission of homeless children and youth will be in accordance with law.

Non-Resident Enrollment Contract

Students admitted as non-residents must sign the District's non-resident student enrollment contract. The Superintendent may terminate a non-resident enrollment at any time if, among other reasons, the student violates the terms of the District's Enrollment Contract or the Code of Conduct. The District will not refund any tuition charges if a student's status is so terminated during the school year.

Home Instruction

The District will not provide home instruction to non-resident students. Parents of non-resident students must arrange for home instruction with the district of residence.

Reservation of Claims

Should a material misstatement of fact be made and relied upon by any administrator or the Board of Education in admitting a non-resident student without tuition, the Board shall be entitled to recover the cost of instruction for the time the student was not authorized to attend a school in the District from the person having made the misstatement or from a person in parental relation to the student.

Tuition Fees

Where applicable, tuition fees are computed according to a formula established by the Commissioner of Education. Tuition of individual non-resident students shall be computed in advance at the time of enrollment. Methods of payment (e.g., monthly) may be arranged in the District Office and approved by the Superintendent. Non-resident status is contingent upon timely payment of tuition fees as established by the Board of Education

PARENT ENGAGEMENT

The Hornell City School District, pursuant with sections 1116 (a) (2) in the Every Student Succeeds Act (ESSA), is committed to involving parents in discussion concerning how our schools will help all children meet state academic and performance standards.

Our Building Level Shared Decision Making Teams will meet as required to develop plans for meaningful parent engagement programs and activities. The plan will ensure coordination with feeder programs such as Head Start and transition from preschool to kindergarten programs. School staff will deliver timely information to parents about school programs, school report cards, standards and assessment results. A minimum of one percent of Title I funds will be used for parent engagement activities and training. Parent volunteers working with students will be interviewed, fingerprinted and trained for the appropriate placement.

SEXUAL HARASSMENT

The Board of Education is committed to safeguarding the right of all students within the school district to work in an environment that is free from all forms of sexual harassment. To this end, the Board adopts the following policy:

1. Acts of sexual harassment of students will not be tolerated in the Hornell City School District.
2. The term "sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. submission to or rejection of such conduct by a student is the basis for academic advancement decisions affecting such individual; or
 - b. such conduct has the purpose or effect of unreasonably interfering with a student's school performance or activities by creating an intimidating, hostile, or offensive learning environment.
3. The term "sexual harassment" does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that interferes with the School District's effort and obligation to efficiently and effectively educate its students. The behavior may originate from peers or staff of the same or opposite sex.
4. There will be no retaliatory behavior against complainants or any witnesses in the event of a complaint of sexual harassment.

If a student is being sexually harassed, they should contact the principal's office and complete the appropriate complaint form. Prompt and thorough investigations will occur following the receipt of written complaints. If it is determined by administration that sexual harassment has occurred, immediate action will be taken through the Code of Conduct. The complete Sexual Harassment of Students Policy can be obtained from the principal's office or accessed on our website at www.hornellcityschools.com / Board of Education / Board Policy / #7551.

STAFF QUALIFICATIONS

In accordance with the federal Every Student Succeeds Act (ESSA), parents and guardians have the right to request specific information about the professional qualifications of their children's classroom teachers. As a parent/guardian of a student in the Hornell School District, you have a right to request the following information:

- if the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he or she teaches;
- whether the teacher is teaching under emergency or other provisional status through which the state qualification or licensing criteria have been waived;
- the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- if your child is provided services by any instructional aides or para-professionals, and their qualifications.

Requests for information about the qualifications of your child's teacher(s) can be directed to:

North Hornell School (grades 3PK -1) - 324-0014

Intermediate School (grades 2-6) - 324-1304

High School (grades 7-12) - 324-1303

All requests will be honored in a timely manner

TRANSPORTATION

Transportation Policy

Transportation policy is set by the Board of Education of the Hornell City School District. State Education Law requires school districts to provide transportation to district residents other than those living in the city, who live more than 0.7 miles (if elementary students) or 1.5 miles (if secondary students) from the school they legally attend.

The School District's policy on student pickup and drop-off sites is limited to one designated site for each.

Special Information

Lost Children

If your child doesn't get off the bus, please call the District at once. Calls can be made to the Bus Garage (607-324-2633) or to the District Offices (607-324-1302). Remember, the safest place for your child is on the bus. If your child got on the wrong bus by mistake, s/he will be brought home as soon as possible. The Transportation Supervisor will make every effort to notify parents of any such mistake as soon as it is discovered.

Supervision

The District's responsibility begins **when students board the bus**. The driver of each bus is responsible for seeing that all the rules are obeyed on the bus. The driver has full authority and may assign seats if necessary.

Each school will have supervision for bus students during the time between bus arrival and the start or finish of school. They are also responsible for the safety of students boarding and disembarking at the school sites.

Babysitters & daycare centers

Students will be transported to the approved day care centers, private babysitters and latchkey locations within our district, according to Board of Education policies. The location must be on a regular bus route from that school where students can be dropped off at an approved bus stop location. The request must be made in writing. Contact the Transportation Department at (607) 324-2633 for further information.

Recording

Recording is conducted on the buses to ensure the safety of your children. For information regarding the District's policy on viewing recordings, please refer to board policy § 5732, available on the HCSD website (www.hornellcityschools.com).

Bus Drills

According to a schedule established by the state education department, at least three bus emergency drills must be conducted each year by the District. The procedure for pupils to follow in case of an accident, including instructions on use of emergency exit windows and doors, will be covered.

The drills on the school buses required by Section 3623 of the Education Law includes practice and instruction in the location, use and operation of emergency doors, fire extinguishers, first aid equipment and windows as a means of escape in case of fire or accident. Drills will also include instructions for safe boarding and exiting procedures with specific emphasis on when and how to approach, board, disembark and move away from the bus. Each drill should include specific instructions for pupils to advance at least 10 feet away from the bus before crossing the highway after snow, ice, rain and other inclement weather. All such drills will include instructions in the importance of orderly conduct by all school bus passengers.

Students who do not ride a school bus must participate in either on-board drills or receive in class instruction concerning bus safety practices and procedures. A minimum of three such drills will be held during the school year, the first to be conducted during the first seven days of the fall term, the second prior to January 1, and the third prior to May 1. No emergency drills will be conducted when buses are on route.

Once each year the district will hold a special emergency drill. All students will go home 15 minutes early. Notice of the drill will be sent home. School authorities will certify on the annual report to the state Education Department that the district has complied.

Non-public schools in the district must also participate in bus drills.

Bus Driver Responsibilities

Each school bus driver must do the following:

- Drive a school bus safely, defensively and efficiently
- Operate the vehicle at a safe speed according to conditions at all times
- Obey all traffic laws and regulations
- Drivers and monitors are not to eat and drink while bus is transporting students
- Keep bus clean inside and out
- Be present for all designated bus runs at least 15 minutes prior to the school leaving time and complete daily pre-trip inspections of the bus.
- Assign seats to students, if necessary
- Maintain reasonable behavior of the students and enforce all rules and regulations
- Report, in writing, to the Supervisor of Transportation those cases of student misconduct that endanger the health, safety and welfare of self or others
- Instruct students in safe crossing procedures, including instructions to walk 10 feet in front of the bus
- Avoid the use of alcoholic beverages or drugs that may induce sleep or drowsiness at any time when their period of effectiveness coincides with the time scheduled for bus driving duties
- Report all accidents promptly to the Supervisor of Transportation

- Make out daily reports, revised bus lists, seating charts, and time schedules as required
- Observe all rules and regulations set forth by the Board of Education, Commissioner of Education, Department of Transportation and Department of Motor Vehicles

Parent Responsibilities

Parents play an important role in the safe and efficient operation of the school's transportation system. If the system is to function effectively, parents must assume an obligation to the program and to the people responsible for its operation.

Parents are expected to ensure that their children are at the proper bus stop on time and properly clothed for the weather. Parents of students in 3PK-2 must be at the bus stop to pick up their children at the end of the day. Children in 3PK-2 will not be let off the bus unless an adult is present. The Hornell City Police Department may be contacted in the event a parent or other authorized adult is not present to retrieve the child. A written note stating that it is ok for the child to walk home from the bus stop must be provided and renewed every year.

Any change in a student's transportation must be made in writing and provided to the school.

Parents are expected to insist on good behavior and full cooperation of their children at bus stops and on the bus so drivers can concentrate on safely driving the bus. The district is not responsible for students while they are walking or waiting at bus stops.

Parents are encouraged to make written suggestions to school authorities for any improvement to the bus transportation program.

Permission to ride a different bus

There is one pick-up and one drop-off location for each student. In an emergency situation, a parent can contact the Transportation Supervisor to request a temporary change. It is at the discretion of the Transportation Supervisor to allow these changes. The Transportation Supervisor will notify the building principal in a timely fashion to accommodate the change, if approved. If you have a long-term need for a change in your child's scheduled transportation, you should contact the bus garage (607-324-2633).

Student Responsibilities

While waiting for the bus:

Students should arrive at their bus stop five minutes before the scheduled pick up time. They should wait several feet away from the highway or designated bus stop. Any students who are not on time will be left behind.

- Students should
 - If possible, avoid crossing streets
 - Look both ways and only cross if no moving vehicles are approaching from either direction
 - Not push, pull or chase any other students
 - Avoid trespassing on private property and being noisy
 - Avoid standing, playing or skateboarding in the road
 - Keep books, lunch pails or instruments out of the road
 - Not litter or damage surrounding property
 - Not throw snowballs, stones or other items at the bus, passing vehicles or other students
 - Not crowd into the road as the bus arrives
 - Not arrive at the bus stop earlier than 10 minutes before the time the bus usually arrives
 - Not participate in bullying activity, and report all incidents of bullying to an adult

As the bus approaches:

- Line up at least 6 feet from the bus stop
- Do not approach the bus until it has stopped and the driver has opened the door

Loading the bus:

- When getting on the bus, cross the road 10 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver
- At school dismissal time, go immediately to your bus. Students who miss their bus should immediately report back to the school's main office. The bus will not stop to board students once departed from the bus stop has begun
- Get on the bus quickly, in an orderly fashion, and be seated at once (unless seats are not available)
- Bus personnel may, at any time necessary, assign seats
- If seats are not available, go to the back of the bus, remain standing in the middle of the aisle and grasp the seat back firmly before the bus begins to move
- Listen carefully and obey any directions issued by bus personnel
- Bus routes are established, in part, on the basis of three riders to a seat

- Do not board the bus with any object that cannot be held on your lap or between your knees. Do not bring objects on the buses that are potentially dangerous or distracting to other students, bus personnel.

Riding the bus:

- All students must adhere to the Code of Conduct while riding school transportation.

Unloading the bus:

- Remain seated until the bus comes to a complete stop and the bus driver has opened the door. Leave the bus quickly and in a courteous manner
- When getting off the bus, cross the road 10 feet in front of the bus (never in back) and wait to be signaled to do so by the bus driver. Stop at the center of the roadway and look both ways before proceeding
- Get on and off the bus at your regular designated stop
- Observe all safety precautions as you travel from your bus stop to your home

Discipline

Parents and guardians still have the legal responsibility to have their children attend school and must assume any transportation responsibilities if the student is suspended from school bus transportation.

Failure of students to adhere to bus expectations is sufficient reason for a pupil to be denied transportation on a school bus. The school district may deny students bus transportation if safety guidelines are violated.

Special buses:

Special buses include those used for extra-curricular activities, and/or field trips.

The following rules apply:

- Chaperones should discuss their seating arrangements with the driver
- Chaperones should report promptly to the bus driver any damage done to the bus. Anyone causing damage will be expected to cover the full cost of repairs
- Use or possession of tobacco, vapes, alcohol or controlled substances is prohibited. Violators will be dealt with upon returning to school through District discipline procedures
- Cheering and singing will be permitted as long as it is at a reasonable level and not vulgar or offensive in nature
- Bus riding rules for morning and afternoon buses apply to special buses
- The chaperone and bus personnel have a mutual responsibility to report any infractions to the Transportation Supervisor

Eating on the bus (this only applies to special buses)

If a group wishes to stop to eat at a restaurant, prior approval must be obtained from the Athletic Director. If a group wants to pack a lunch to eat either at their destination or at a rest stop, they may do so with the following provisions:

- Prior approval from the building principal and/or Athletic Director is required
- No glass containers will be allowed on the bus. Food and beverage containers must be in plastic or metal containers.
- Food packed in containers (for more than one individual) will be transported in a baggage compartment located under the bus, if available, and all leftovers will be returned in the compartment for the remainder of the trip back to school.
- If more than one bus is on the trip, they all will either stop or come directly home
- If food and/or beverages are to be eaten on the bus (only when the bus is parked off the road), the transportation requests should include a request for such permission and must be approved by the Transportation Supervisor
- Students are responsible for cleaning the bus of all food, beverage containers.
- Chaperones are responsible for ensuring that students clean the bus of all food, beverages, containers, etc
- No food for regular routes or to/from BOCES during the regular school day

VALUABLES

To maintain a safe and positive learning environment, students should refrain from bringing toys, jewelry, watches, and other electronic devices, excessive amounts of money, or other valuable items to school. If these items are brought to school, the items might be confiscated from the student to ensure an optimal learning environment for students. Items confiscated from students are held in the principal's office until the end of the day and may be returned to either the student or parent/guardian at the discretion of building administration. If the student must bring this type of item into school, students may leave these items in the principal's office for safe keeping to be collected at the end of the day. The school is not responsible for a student's lost, damaged, or stolen items otherwise.

VISITORS

Parents and other citizens are encouraged to visit our schools periodically during the course of the school year. All visitors must report immediately to the school office when they enter the school building. Visitors will be required to identify themselves and state what business they wish to conduct within the building, they will then be required to provide identification for processing through our “Raptor” visitor management system and will be given a name tag to wear during their visit.

Parent Visitors: Parents should schedule an appointment to visit teachers, guidance counselors, school nurse, school psychologist and other support personnel to discuss issues, problems, or concerns. Student Visitors: Disruptions or activities, out of the ordinary, quite often diminish the effect of a lesson plan or classroom presentation. In order to keep disruptions to a minimum and to foster a sound learning environment, students will not be permitted to bring visitors to our school while classes are in session.

NORTH HORNELL SCHOOL
Grades 3PK - 1st

North Hornell motto:

“I promise to treasure North Hornell School
as a place to learn and grow.
I will strive to be the best I can be.
Using everything I know.”

SCHOOL CONTACT INFORMATION
Avondale Avenue
607-324-0014

Charles Infurna	Principal	x 1702
Emily Haynes	Secretary	x 1702
Karen Dgjen	School Nurse	x 1747
Carli Cavanaugh	School Counselor 3PK/1 st Grade	x 1123
Kasi Washburn	School Counselor 4PK Kindergarten	x 1739
North Hornell School Fax Number		607-324-7478

For a complete staff listing, go to www.hornellcityschools.com

ARRIVAL / DISMISSAL TIMES (3PK)

Breakfast starts...	7:35 a.m.
Start time	7:35 a.m.
Tardy bell	7:45 a.m.
Dismissal	1:50 p.m.

ARRIVAL / DISMISSAL TIMES (4PK-1)

Breakfast starts	7:10 a.m.
Start time	7:30 a.m.
Tardy bell	7:35 a.m.
Dismissal	2:10 p.m.

The doors will be open for all students at 7:10 a.m., students who will not be eating breakfast will be supervised in the Gym until their teacher picks them up at 7:30 a.m.. If you drive your child to school, the child should be let off at the Main entrance for all grade levels (3PK-1). Student pick up at dismissal is through the Main entrance for all grade levels.

CONTACT INFORMATION (STUDENTS)

It is very important that you fill out the emergency card given to your child during the first week of school. We must have someone to reach in case your child becomes ill or an emergency occurs. If you can't provide a telephone number for yourself, please provide a neighbor's or relative's name and address so that arrangements can be made for your child. It is also very important that you notify us of any contact information changes during the school year.

If you are planning to move, please notify the office as soon as possible so that the child's records can be ready to be transferred. It is necessary for you to receive a copy of your child's health records if you are moving out of state.

PARENT INVOLVEMENT

Hornell's North Hornell School is committed to involving parents in discussions concerning how our school will help all children meet state academic and performance standards. We welcome parents to participate on our building level shared decision making team to develop plans for meaningful parent and student engagement. We also encourage our parents to become involved in their child's education by attending our open house and parent-teacher conferences. We feel it is very important for parents to keep in contact with their child's teacher(s) regarding the educational progress of their child. To be advised of school events, please visit our Hornell City School District website as well as read the communications sent home with your child.

Good attendance habits begin at North Hornell School !

Research states good attendance has a direct result in a child's academic growth.

Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators and all staff members.

Parent/Guardian Responsibilities

- It is the responsibility of parents/guardians to ensure that their children attend school regularly and on time.
- Parents/guardians are required to provide their current home address, telephone number, emergency number(s) and a list of adults to contact in the event of an emergency.
- Parents are to notify the school(s) when a change in address, phone number or emergency contact occurs.
- When a student is absent from school, parents/guardians must contact the school to report the absence.
- The written excuse must be submitted to the attendance office within five days of the absence. Failure to do so will result in the absence being recorded as unexcused.
- A doctor's verification of the absence may be requested.
- When a student is tardy to school, parents/guardians must provide a written excuse upon the student's arrival at school. Failure to do so within five days will result in the tardy being recorded as unexcused.
- Appeals concerning the application of the policy should be made to the building principal

PARTIES

Every year we have holiday parties in the classroom. Your child's teacher will contact you if she would like you to furnish something for a party. If your religion or beliefs prohibit your child from participating in parties, please let us know well in advance. The district has adopted a Wellness Policy regarding school nutrition and it is available in the main office, or on our website at www.hornellcityschools.com / Board of Education / Board Policy/ #5661.

SCHOOL DRESS

Classroom temperatures may vary; a sweater or sweatshirt may be left in school for your child's comfort. Be sure your child is dressed appropriately for the weather. Sneakers must be worn in gym every day and may also be worn in classrooms. When shoe boots are worn to school, children are urged to bring sneakers or shoes with them so that they may change out of their boots. Sneakers may be left at school.

CELL PHONES AND ELECTRONIC DEVICES

We ask that students do not bring cell phones or other electronic devices to school. The school is not responsible if these items are lost or stolen. If you have questions, please contact the principal.

HORNELL INTERMEDIATE SCHOOL

Grades 2-6

At the Hornell Intermediate School, we are dedicated to a positive, caring, safe, and orderly environment where teaching and learning are valued and individual differences are celebrated. The staff and students model a positive attitude toward each other and the learning process.

SCHOOL CONTACT INFORMATION

**71 Buffalo St.
607-324-1304**

Julie Smith, Principal
Eileen Marino, Dean of Students
Tonya Cornish, Main Office Secretary / Attendance
Sarah Fuller, Registered Nurse
Amanda Fanton, LPN

School Counselors:
Cassie Tyler, grade 2
Jodi McAneney, grades 3-4
Aryn Bailey, grades 5-6

ARRIVAL / DISMISSAL TIMES

Doors Open 8:00 am
School Begins 8:15 am
Dismissal 2:45 pm

ATTENDANCE

Regular attendance has a direct impact on a child's academic growth. Successful implementation of this policy requires cooperation among all members of the educational community, including parents, students, teachers, administrators, and all staff members.

Parent/Guardian Responsibilities:

- Ensure your child attends school regularly and on time. Per New York State, students are chronically absent if they miss 5% or more of school. This is only 9 days of school and counts whether the days are excused or unexcused
- Provide updated home address, phone number, and emergency contacts
- Notify the school when a change in address, phone number or emergency contact occurs.
- Contact the school to report the absence and follow up with a written excuse within five days



PARENT/GUARDIAN INVOLVEMENT

Hornell Intermediate School is committed to involving parents in discussions concerning how our school will help all children succeed. We welcome parents to participate on our building-level shared decision-making team. We also encourage our parents to become involved in their child's education by attending our open house, parent-teacher conferences, and other school wide events. The Hornell Intermediate School uses Remind to assist in regular two-way communication with families.

Parents, grandparents, and other guardians are welcome to put their skills to use as volunteers in the school building. Please reach out to the principal if you are interested in helping!

STUDENT EXPECTATIONS

The Hornell Intermediate School has consistent school wide expectations for all students, which is designed to ensure maximum opportunity for learning in a safe and orderly environment. When students have difficulty meeting these expectations, an education approach is used first prior to traditional consequences.

 HORNELL INTERMEDIATE SCHOOL 							
	All Settings	Classroom	Cafeteria	Hallway/Stairs	Bathrooms	Playground	Arrival/Dismissal
KHFOOTY Keep Hands, Feet, and Other Objects to Yourself							
Be Respectful "Treat others the way you want to be treated."	<ul style="list-style-type: none"> Use kind words Use positive body language 	<ul style="list-style-type: none"> Voice: 0-3 Focus and listen Raise hand and wait 	<ul style="list-style-type: none"> Voice: 0-2 Raise hand for help Wait your turn Use manners 	<ul style="list-style-type: none"> Voice: 0-1 Close lockers quietly Enjoy displays with eyes only 	<ul style="list-style-type: none"> Voice: 0-1 Wait your turn Allow privacy Knock on door before entering 	<ul style="list-style-type: none"> Voice: 0-4 Include others Play fair Share Take turns 	<ul style="list-style-type: none"> Voice 0-2 Walk
Be Responsible "Do what you're supposed to do."	<ul style="list-style-type: none"> Be honest Always do your best Clean up after yourself 	<ul style="list-style-type: none"> Be prepared Manage materials Be on time Actively participate 	<ul style="list-style-type: none"> Dump trash and return tray Take care of your belongings Raise hand to leave seat 	<ul style="list-style-type: none"> Be in hallway only with permission Walk to your destination quickly and quietly. Keep lockers clean 	<ul style="list-style-type: none"> Go, flush, wash, leave 	<ul style="list-style-type: none"> Listen for signal Line up quickly Take care of your belongings Dress appropriately for the weather 	<ul style="list-style-type: none"> Go to assigned location Be on time Take care of your belongings
Be Safe "Keep yourself and others from harm."	<ul style="list-style-type: none"> Follow directions Get help when needed Tell an adult if you see an unsafe situation 	<ul style="list-style-type: none"> Sit safely Use materials appropriately Keep objects where they belong 	<ul style="list-style-type: none"> Stay in seat Eat own food Be mindful of allergies Walk 	<ul style="list-style-type: none"> Eyes and body forward Stay to the right One step at a time on stairs Keep belongings against the wall 	<ul style="list-style-type: none"> Wash and dry hands Keep water in sink 	<ul style="list-style-type: none"> Stay in the designated area Use equipment properly Follow the official playground rules 	<ul style="list-style-type: none"> Use seat walls for sitting Walk bikes and scooters on property Be mindful of cars Use the crosswalk
Voice Level: 0-Silent 1-Whisper 2-Table Talk 3-Strong Speaker 4-Outside							

LOCKERS

Lockers are assigned to students in grades 3-6 on the first day of school. Students are responsible for using only their assigned locker and keeping it clean. NO contact paper may be used to decorate lockers. Locks are not provided. Therefore, no valuables should be stored in lockers. If a student brings a lock from home, they must first turn in a signed waiver to the office, along with a spare key or the lock combination.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Those riding bicycles or scooters to school must park them in the racks provided for this purpose. Use locks to secure your bike. Avoid accidents – ride carefully and go directly to the bike rack, but do not cut across or ride about the school grounds.

CELL PHONES

If students must bring a cell phone to school, it is not to be used during the school day. **Student cell phones must be turned off and kept in the student's backpack or locker.** The school is not responsible for missing or lost cell phones. If a student is found using a cell phone during the day the first offense will result in the phone being taken by the classroom teacher until the end of the day. The second offense will result in the phone being taken and held in the main office until the end of the day. Any subsequent offense will result in the phone being taken and held in the main office and a parent/guardian will be called to pick up the phone.

SCHOOL DRESS

Be sure your child is appropriately dressed for the weather. Outdoor recess occurs almost every day. Sneakers must be worn in PE class and may be left at school. Hats and hoods are not to be worn in the building unless a special day is designated. Sometimes, clothing is deemed inappropriate by building administration. When this occurs, parents/guardians will be called to bring a change of clothes. If this is not available, the school will try to provide extra clothing that has been donated. Sizes are limited, so this is not guaranteed. In general, students should ensure they are not showing underwear, private areas, or stomachs. Any clothing with derogatory terms or drug/alcohol references will not be tolerated.

PARTIES

From time to time, teachers will have celebrations in their classrooms. If your religion or beliefs prohibit your child from participating in parties, please let us know. The district has adopted a Wellness Policy regarding school nutrition and it is available on the district website.. Due to the district wellness policy and severe allergies, we ask that you not send in edible treats with your child for their birthday. You are welcome to send in party favors for the class. If you are having a birthday party outside of school, invitations will only be handed out in class if the entire class is invited.

TRANSPORTATION

Our parking lot is very busy at arrival and dismissal times! If you are dropping your child off and have to get out of your vehicle, you MUST park in a parking spot. The drop-off zone is only to be used for dropping students off quickly. This ensures a smooth drop-off process with less congestion.

At dismissal time, please keep the line moving by pulling ahead when there is space and safely pulling away after your child has come to your car.

If you have any questions about district-provided transportation, please call the Bus Garage at 607-324-2633.

HORNELL HIGH SCHOOL

(607) 324-1303

The full staff directory is located on www.hornellcityschools.com

MAIN OFFICES (x1502):

Principal..... Morgan Allison
Director of Secondary Education..... Ted Illi
Assistant Principal..... Wendy Wachtel
Assistant Principal..... Kate Wall
Secretary to the Principal..... Kathryn Santelli
Main Office Secretary..... Dee Haynes
Secretary to Curriculum and Technology..... Vicki Flaitz
Attendance, grades 7-12..... Candi Brundu

GUIDANCE OFFICE (x1571):

School Counselor (grades 7-12: A-F)..... Danielle vanLeeuwen
School Counselor (grades 7-12: G-O)..... Ashleigh Striker
School Counselor (grades 7-12: P-Z)..... Stephanie Hurley
Social Worker (grades 7-12)..... Nicole Carey
Social Worker (grades 7-12)..... Tracy Graham
Psychologist (grades 7-12)..... Tricia Bressler
Secretary (grades 7-12)..... Ashlen Arias-Baird

NURSE'S OFFICE (x1586):

School Nurse..... Colleen Amidon, RN
School Nurse..... Theresa Persichilli, LPN

ATHLETICS OFFICE (x1483):

Athletic Director..... John Cardamone

CAFETERIA (x1570):

Food Service Manager..... Tracie McCarthy

Where do I go for?

Career Information Guidance Office
Change of Address Registrar in Pupil Personnel Office
Clubs and Organizations..... Guidance Office
Early Dismissal Attendance Office
Cafeteria Information Food Service Manager
Locker Trouble Main Office
Lost and Found Main Office
Parking Permits..... Main Office
Extra-Curricular/Athletic Ineligibility List..... Athletic Director
Scheduling Guidance Office
Sickness and Accidents Nurse's Office
Sign up for Sports Nurse's Office
Social or Personal Problems..... Guidance Office
Tardy Pass to School..... Attendance Office
Working Papers..... Main Office

Hornell High School Bell Schedule 2023-2024

	9-12 Students With 5th period Lunch	9-12 Students with 6th period Lunch	7-8 Students
Student Breakfast	7:52-8:05	7:52-8:05	7:52-8:05
Period 1	8:05-8:47 (1)	8:05-8:47 (1)	8:05-8:47 (1)
Period 2	8:51-9:31 (2)	8:51-9:31 (2)	8:51-9:31 (2)
Period 3	9:35-10:15 (3)	9:35-10:15 (3)	9:35-10:15 (3)
Period 4	10:19-10:59 (4)	10:19-10:59 (4)	10:19-10:59 (4)
Period 5	11:03-11:33 (5th Lunch) (5)	11:03-11:43 (5-6)	11:03-11:43 (5-6)
Period 6	11:37-12:17 (6-7)	11:47-12:17 (6th Lunch) (7)	11:47-12:27 (7-8)
Period 7	12:21-1:01 (8-9)	12:21-1:01 (8-9)	12:31-1:01 (7th Lunch) (9)
Period 8	1:05-1:45 (10)	1:05-1:45 (10)	1:05-1:45 (10)
Period 9	1:49-2:29 (11)	1:49-2:29 (11)	1:49-2:29 (11)
Advisory	2:33-3:03	2:33-3:03	2:33-3:03
Teacher day ends, Buses pick up	3:05	3:05	3:05

Numbers in parenthesis indicate how the period will be displayed on students schedule in Synergy



	CLASSROOM	CAFETERIA	HALLWAY	BATHROOM/ LOCKER ROOM	BUS	ASSEMBLIES	ONLINE/ TECHNOLOGY
RESPECTFUL	<ul style="list-style-type: none"> Use appropriate volume and language Allow others to learn Follow all directions and classroom rules 	<ul style="list-style-type: none"> Use appropriate volume and language Follow directions 	<ul style="list-style-type: none"> Use appropriate volume and language 	<ul style="list-style-type: none"> Use appropriate volume and language Give others privacy Keep electronics silenced and away 	<ul style="list-style-type: none"> Use appropriate volume and language Follow directions 	<ul style="list-style-type: none"> Use appropriate volume and language Quietly listen to presenter Keep electronics silenced and away 	<ul style="list-style-type: none"> Use appropriate language Keep content positive Follow directions
RESPONSIBLE	<ul style="list-style-type: none"> Arrive on time Be prepared Follow up with teacher when absent Work to the best of your ability. 	<ul style="list-style-type: none"> Throw garbage away Return your tray 	<ul style="list-style-type: none"> Have a pass Go directly to and return from destination 	<ul style="list-style-type: none"> Report and prevent vandalism Clean up after yourself 	<ul style="list-style-type: none"> Store food and drink away Throw garbage away 	<ul style="list-style-type: none"> Find seat quickly and quietly Food and drink outside 	<ul style="list-style-type: none"> Report misuse Know your password(s) Use equipment appropriately Stay on task
SAFE	<ul style="list-style-type: none"> Remove hats, hoods, and bandanas Maintain personal space 	<ul style="list-style-type: none"> Remain seated Return and push in chairs Maintain personal space 	<ul style="list-style-type: none"> Walk Stay to the right Remove hats, hoods, and bandanas Maintain personal space Watch where you're going 	<ul style="list-style-type: none"> Secure belongings Maintain personal space 	<ul style="list-style-type: none"> Remain seated Exit as directed by driver Keep aisle clear Maintain personal space 	<ul style="list-style-type: none"> Remain seated Exit in an orderly fashion Maintain personal space Stay with class 	<ul style="list-style-type: none"> Keep passwords confidential Keep personal information private

ACADEMICS: CREDIT/RETENTION/SUMMER SCHOOL

Student's grade-level status is determined by the number of credits earned as determined by the following:

Freshman:	Successful completion of 8 th grade
Sophomore:	5.5 credits
Junior:	11 credits
Senior:	Eligible to graduate in June of that school year

Students not reaching the benchmark for a specific grade level will not advance in grade level until the appropriate number of credits is earned or by administrative approval in exceptional situation.

Students who fail to pass a course may earn the credit for that course by retaking it at the next opportunity or attending summer school to improve the student's overall grade. Students are eligible to attend summer school if the following criteria are met:

- Earn a minimum final grade of 54 for the course
- The student earned a grade in each marking period and final assessment
- The student did not lose credit in the class or lose the opportunity to attend summer school as a result of the Attendance Policy.

The summer school grade will be averaged in with the school year course and Regents Exam using the formula below. The highest Regents Exam score will be considered in a student's overall grade.

$$1/3 \text{ regular school grade} + 2/3 \text{ summer school grade} = \text{updated final grade}$$

The building administration may alter or amend these guidelines in the event of extenuating circumstances. Each situation will be handled on a case-by-case basis.

Honor Graduate

Hornell High School Honor Graduate status is awarded to those students who not only challenge themselves by taking the most rigorous courses offered, but also excel at the mastery level. To receive this distinction at graduation, all criteria must be met:

- Student has a weighted rank average of 90%
- Student has mastered three Regents exams (85% of higher)
- Student has taken two 3rd-year level courses* (ex: Algebra II, Chemistry)
- Student is on track to earn 25 credits by graduation (22 if graduating early)

ATTENDANCE GUIDELINES

1. Regular attendance and participation is critical to a student's academic success.
2. Students are expected to make up class work/homework for the days they are **legally** absent. Upon returning, it is the responsibility of the student to contact the teacher to find out what material and assignments were missed (See page 3, "Attendance Policy" for more details).
 - a. Successful completion of make-up work is at the discretion of the teacher. At a minimum, a teacher should allow one day to make up the work for each day a student has an excused absence. Additional time may be granted by the teacher.
 - b. Any missed physical education days must be made up by all students. [Exemptions: doctor's medical excuse, excusing a student from class and/or attending a funeral. However, a doctor's appointment does not qualify for a medical reason/excuse.]
3. Unexcused absences, including truancy could result with loss of credit for the course and require summer school. Student's ability to make up class work/homework for days they are **illegally** absent are at the discretion of their teacher.

BULLYING

Reports of suspected cases of bullying can be made by using the Notice of Concern located in the Main Office, Asst. Principals' Office and the Guidance Office. Reports of bullying are taken seriously and investigated thoroughly in a timely manner. Hornell City School District uses the following definition of bullying:

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

More information on the Dignity for All Students Act, reporting and investigation procedures can be found on the district website.

EXTRACURRICULAR ACTIVITIES

The Hornell High School has a wide variety of athletic and extra-curricular activities for students:

Clubs and Activities:

Academic All-Stars	Dungeons & Dragons	Kaleidoscope	Ski Club
Adirondack Club	eSports	Maple Leaf Yearbook	Special Olympics
Art Club	Gender and Sexuality Alliance	Marching Band	Student Government
Business Club		Musical Production	World Languages Club
Chess Club	History Club	Musical Theater Club	
Color Guard	Interact Club	Nat'l Jr. Honor Society	
DECA Club	Jazz Ensemble	Nat'l Honor Society	
Drama Club	Jazz Choir	Pep Band	
Drumline	Junior High Musical	Show Choir	

Interscholastic Athletic Activities

A full interscholastic athletic program for boys and girls is available to all students.

FALL SPORTS		Boys	Girls
Cheerleading	Jr. Varsity / Varsity	√	√
Cross Country	Modified / Varsity	√	√
Football	Modified/Jr.Varsity/Varsity	√	
Soccer	Modified/Jr.Varsity/Varsity	√	√
Swim	Varsity		√
Volleyball	Modified/Jr.Varsity/Varsity		√
WINTER SPORTS		Boys	Girls
Basketball	Modified/Jr Varsity/Varsity	√	√
Cheerleading	Jr. Varsity / Varsity	√	√
Indoor Track	Modified / Varsity	√	√
Ski Team	Modified / Varsity	√	√
Swim	Varsity	√	
Wrestling	Varsity and Modified	√	

SPRING SPORTS		Boys	Girls
Baseball	Modified/Jr.Varsity/Varsity	√	
Golf	Jr. Varsity / Varsity	√	
Softball	Modified/Jr.Varsity/Varsity		√
Tennis	Modified / Varsity	√	√
Track	Modified / Varsity	√	√

Academic Eligibility Policy

It is essential that students maintain a sound academic standing throughout their high school careers. It is the purpose of the Academic Eligibility Policy to encourage student achievement in their academics and provide assistance, when needed, to students who experience difficulties in their academics while they participate in extra-curricular activities. This incorporates all clubs, extra-curricular activities and sports. See the “Extra-Curricular Handbook” for more clarification.

Dances

Dances are an important part of the social life of students at the Hornell High School. The following guidelines are to be followed:

1. Students attending dances must be present in all classes on Friday in order to attend a Friday or Saturday dance.
2. Only current students of Hornell High School and guests who have been signed up in advance may be admitted to a dance. Paperwork for a guest must be submitted by the Wednesday before the dance.
3. Persons entering the dance are to remain in the dance area; once a person leaves the dance for any reason, he or she may not return;
4. Anyone who is suspected of being under the influence of alcohol or drugs will be asked to leave the dance.
5. All rules of student conduct are in effect at dances and will be enforced by the chaperones.

- *Senior Prom & Post Prom: Grade 12 students and their appropriate, approved guests*
- *Junior Prom: Grade 11 students and their appropriate, approved guests*
- *Candlelight Ball: Grades 9-10 students and their appropriate, approved guests*
- *Semi-Formal: Grades 7-8 students and their appropriate, approved guests*

National Honor Society

The National Honor Society promotes recognition for students who reflect outstanding accomplishments in the areas of academics, character, leadership and service. Membership is both an honor and responsibility. Students selected for membership are expected to continue to demonstrate the four qualities that won them selection through graduation.

Membership is an honor bestowed upon the students selected by a faculty council. High School membership is open to qualified juniors and seniors who have a cumulative grade point average of 90% or higher.

The National Junior Honor Society membership is open to qualified 8th and 9th grade students who have a cumulative grade point average of 89.5% or higher.

If the scholarship requirement is met, students can then be considered for selection on the basis of leadership, service, and character. Students must complete the student information packet which is reviewed and evaluated by the faculty council. Candidates receiving a majority vote of the council are inducted into the Hornell chapter during an evening ceremony.

HONOR PASS

To obtain an Honor Pass, students must meet and abide by the criteria below, which will reset after every ten week grading period.

Criteria:

- Honor Roll (85% average) or High Honor Roll (90% average) achievement, with no failing grades. Incompletes will count as a failing grade until work has been completed.
- No more than three (3) unexcused absences to school during the ten week marking period.
- No more than three (3) unexcused tardies during the ten week marking period.
- No behavioral referrals resulting in disciplinary consequences for the ten week marking period.

Privileges:

- Honor pass students may attend home athletic events free of charge.
- Honor pass students may sign out of their study hall to the library without signing up ahead of time.
- Honor pass students in grades 7 and 8 may use the cafeteria courtyard and honors lounge during lunch.

Expectations:

- Honor Pass holders shall carry their Honor Pass at all times while exercising Honor Pass privileges, and be prepared to show it to any faculty member who requests it.
- Honor Pass holders are role models to their peers. Under no circumstances should this privilege be abused or disrespected.

Procedure:

- Reports for grades, attendance and discipline are run after each ten-week grading period.
- Honor passes will be distributed to all students who have earned them.
- Administration has the right to revoke an Honor Pass at any time/for any reason.

Appeal:

- If a student is denied an honor pass based on academic, behavioral or attendance criteria, and would like to dispute the decision, s/he must submit a formal appeal within three days of the date of honor pass distribution (Ex: Distribution day is typically Monday; students must submit appeal by the end of the day on Wednesday). Please note, there is no appeal available for a student who was assigned out of school suspension during the ten-week period. There is also no appeal for an administrator's immediate revocation of an honor pass mid-marking period.
- The formal appeal consists of a written request to meet with administration, who will respond to the student within two school days of the request.
- At this meeting, administration will review with the student the reasoning for denial. At this time, the student shall submit in writing any support or reasoning s/he believes s/he should receive the honor pass.
- Once all appealing students have met with administration, administration will submit appeals to an appeals committee, which will consist of three teachers, for final decision.
- The student will be informed of the decision within two school days of the final review.

BACKPACKS

To ensure the safety of students and staff, backpacks must be stored in lockers from 8:05 AM until the end of the academic day. When students enter the building, they should go to their locker, gather all necessary items and store their backpack. During the day, students should return to their lockers as necessary between classes to retrieve items. Students may retrieve their backpack at the end of their academic day. Backpacks or any other bags are not allowed in the building during the school day.

LOCKERS

To protect students' property and ensure the safety of students and staff, the following rules should be strictly observed:

1. Lockers are the exclusive property of the Hornell School District. As provided for in New York State Education Law, students have no right or expectation of privacy with regard to school property. Since lockers are the property of the Hornell School District, NYS Educational Law permits school officials to search student lockers or student's person when there is reasonable suspicion. Students should be aware that school officials have this right by law.
2. Periodically drug sniffing dogs will be utilized to ensure no illicit substances are on school grounds.
3. Leave valuable items at home. The school is not responsible for items missing or stolen from students' hallway/PE lockers. Lockers are available in the locker room for students to store personal items. It is recommended that you bring a lock to secure these items during physical education class or for an after school sport.
4. Personal locks may not be used on hallway lockers. If a personal lock is found, it will be removed.
5. Students should be prepared with materials for classes and study halls and should not assume that locker passes will be given out;

LUNCHROOM EXPECTATIONS

Appropriate behavior is expected in the cafeteria to ensure a safe and reasonable eating environment. Students are expected to adhere to the following guidelines:

1. No students may leave school grounds during their scheduled lunch period, unless they have open campus privileges. .
2. Students are to use the lavatories located within the cafeteria.
3. Only students with a pre-signed pass may go to a teacher's classroom during lunch.

OPEN CAMPUS GUIDELINES (for Senior Class Members and Juniors with Honor Passes Only)

Hornell High School Seniors and Juniors with honor passes, who meet the following criteria, will have the privilege of signing out of campus during their assigned lunch period:

Academic

This program is a privilege and intended for seniors who are in good academic standing. Grade reports will be run weekly. Any student failing a class will lose their open campus privilege for the following school week.

Attendance

Students must meet the following attendance requirements:

- No unexcused absences.
- No more than three tardies to any class or combination of classes throughout the week.
- Students are expected to be present and on time for the period following lunch. Any student returning tardy from lunch three or more times will lose their open campus privilege for 5 school weeks.

Failure to meet any of the criteria above will result in the loss of privileges for the following school week.

Behavior

Students may lose lunch privileges as a result of discipline issues that arise during the school year. This will be determined by administration on a case by case basis.

Expectations

Students taking advantage of open campus are representatives of our school district during the school day, and must adhere to the following expectations:

- Students must conduct themselves in a respectful, responsible, and safe manner, while in accordance with our Student Code of Conduct when outside the school building.
- Students must enter and exit through the main office and follow the sign in/sign out procedure.

Open campus privileges are conditional and may be revoked at any time for behavioral, academic, or attendance violations. Revocation of open campus privileges is left to the sole discretion of the school administration.

PARENT INVOLVEMENT

Hornell's High School is committed to involving parents in discussions concerning how our school will help all children meet state academic and performance standards. We welcome parents to participate on our building level shared decision making team to develop plans for meaningful parent and student engagement. We also encourage our parents to become involved in their child's education by attending our open house and parent-teacher conferences. We feel it is very important for parents to keep in contact with their child's teacher(s) regarding the educational progress of their child. To be advised of school events, please visit our Hornell City School District website as well as read the communications sent home with your child.

PUBLIC DISPLAYS OF AFFECTION

In the interest of good taste and common courtesy, refrain from hugging, kissing, or exhibiting other physical contact in the school building or on school property.

STUDENT PASSES

Students should have a teacher-signed pass or planner anytime they are in the hallway during class time.

TELEPHONES

Use of School Phones

Any student who needs to use a phone can go to the appropriate office and use an office phone. If at any time you need to relay a message to your child please call the main office at 324-1303. Of course, in the event of an emergency we will locate your child immediately.

Student Use of Personal Technology

While we recognize personal technology can be a useful tool, sometimes personal technology use in the school setting can disrupt the educational process. The decision to allow use of personal technology in the classroom is at the discretion of the teacher. Misuse of a personal technology device may result in disciplinary action. Parents may be required to come in and pick up their child's personal technology device for repeat occurrences.

****Students are prohibited from using digital/electronic media devices, including cell phones, to photograph, record video or audio of any staff member or student without administrative approval.****

WILDWOOD CAMPUS GUIDELINES

Programs we cannot offer at Hornell High School are available to students attending the Wildwood Campus, most frequently during their Junior and Senior year. We view the Wildwood Campus, as an extension of the Hornell City School District. Guidelines for students attending the Wildwood Campus are listed below:

1. Students who miss the Wildwood bus are to report directly to the Main Office.
2. Any student who wishes to remain in Hornell for any reason, such as an assembly program or an athletic contest, must obtain prior permission from the Principal. Please make your request at least one day in advance.
3. Students are not to go directly to Wildwood when absent from school in the morning. Students must sign in at school before boarding the bus to BOCES.
4. Students are not permitted to drive themselves to the Wildwood Campus unless prior permission has been obtained from the parent, Wildwood and Hornell Administration. One-day driving passes may be obtained from the Wildwood Main Office.
5. All rules that apply within the school are in effect on the bus and Wildwood Campus.

WORKING PAPERS

Working papers are required for any student between the ages of 12 and 17 who wish to work at various jobs within the community. Any student who has questions and needs to get a form filled out should report to the Main Office. Students must have the form signed by a parent or guardian before the paperwork can be started. Each student must have a physical from either the school doctor or their personal doctor.

**NOTIFICATION OF RIGHTS UNDER FERPA
(THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)**

Dear Parent or Eligible Student:

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

Some examples include:

- A playbill showing your student’s role in a dramatic production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets

You may object to the release of any or all of this “directory information”; however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. For your convenience, you may note your objections to the release of directory information on the bottom of this page and return it to the Building Principal.

Sincerely,

Jeremy P. Palotti, Superintendent of Schools

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OBJECTION TO RELEASE OF DIRECTORY INFORMATION DESIGNATIONS

The school district has designated certain categories of student information as “directory information.” Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

If you object to the release of any or all of the directory information listed above, you must do so in writing within 10 business days of receiving this notice. For your convenience, you may note your objections to the release of directory information on this form and return it to the Building Principal.

Please do not release directory information without my prior consent.

Name of Student _____

Parent/Guardian or Eligible Student’s Signature _____

Date _____

PROTECTION OF PUPIL RIGHTS

Pursuant to the Protection of Pupil Rights Amendment (“PPRA”) and the Every Student Succeeds Act (ESSA), the Board of Education (“Board”), in consultation with parents, adopts the following policy regarding student privacy, parental access to instructional materials, and collection of personal information from students.

Parents’ Right to Inspect Instructional Materials, Surveys and Information Collected for Commercial Purposes

Parents have the right, upon request, to inspect instructional material that will be used as part of the educational curriculum for their child. Parents will be given reasonable access to such material within a reasonable period of time after the request is submitted to their child’s building principal.

Parents also have the right to inspect, upon request, any survey created by a third party and any instrument used in the collection of personal information for commercial purposes before the District administers or distributes such survey or instrument to their child. Parents will be given reasonable access to such materials within a reasonable period of time after they request the same from their child’s building principal.

Limits on Student Surveys and Collection of Personal Information

The District shall not require any student to submit, without prior written parental consent, to a survey, analysis, or evaluation of which the primary purpose is to reveal information concerning one or more of the following sensitive topics:

1. Political affiliations or beliefs of the student, or the student’s parent;
2. mental or psychological problems of the student or the student’s family;
3. sexual behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom the student has a close family relationship;
6. legally recognized privileged or analogous relationships, such as those with attorneys, physicals, and ministers;
7. religious practices, affiliations, or beliefs of the student or student’s parent; or
8. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event the District does not obtain written parental consent prior to administering a survey containing one or more of the above-listed sensitive topics, or where the District has collected, disclosed or used a student’s personal information for commercial purposes (collectively, “a breach of student privacy”), the District shall take the following steps to protect student privacy:

1. Immediately upon discovery of a breach of student privacy, the District will notify the parent of the administration or distribution of the survey or the collection of such personal information; and
2. The District will offer the parent an opportunity to inspect the survey, the information collected, disclosed or used; and
3. Upon parental request, the District will make every effort to destroy the survey results related to the parent’s child, and will cease and desist from collecting, using or disclosing the student’s personal information for commercial purposes; and
4. The District will redistribute a copy of this policy to all pertinent staff.

Parental Notice of Surveys, Invasive Physical Exams and Collection of Personal Information

At the beginning of each school year, the District will provide parents with annual notice of the specific approximate dates when it will (1) collect, disclose, or use personal information for commercial purposes; (2) administer any survey involving sensitive topics; or (3) perform any non-emergency, invasive physical examination that is required as a condition of attendance, scheduled in advance and is not necessary to protect the health and safety of the student.

At this time, we expect that activities related to the above-mentioned items will take place on or close to the following dates:

<u>Activity</u>	<u>Date</u>
NONE PLANNED AT THIS TIME	August 1, 2023

Please review this list. If there are any activities you wish to “opt out” of on behalf of your child, please send your request to the building principal within 10 days. If you have any questions about the district’s privacy policy and your right to opt your child out of certain activities, please contact the appropriate building principal.

In the event the District seeks to perform any such activity after the school year has commenced and such activity was not mentioned in the annual notice, it shall provide parents with prior written notice of the same. Both the annual notice and subsequent written notices shall inform parents of their right to opt their child out of participating in any of the above-listed activities.

Parental Notice of Policy

At the beginning of each school year, the District shall provide parents with annual notice of this policy. The District shall also provide additional notice to parents of any substantive changes made to this policy within a reasonable period of time after such changes are made.

Exceptions

This policy does not apply to the collection, disclosure, or use of personal information from students for the exclusive purpose of developing, evaluating, or providing education products or services for, or to students or educational institutions, such as:

1. College or other postsecondary education recruitment or military recruitment;
2. book clubs, magazines, and programs providing access to low-cost literary products;
3. curriculum and instructional materials;
4. tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;
5. sale of products or services by students for school-related or education-related activities; or
6. student recognition programs.

It should be noted that requirements of this policy may alter or conflict with other pupil rights policies contained herein. The requirements of this policy supersede all other.

Statutory Authority: 20 U.S.C. §1232h

**Hornell City School District
2023-2024
Media and Web Photo Release Form**

Student's Name _____ Grade: _____

MEDIA, WEB PAGE, AND SOCIAL MEDIA RELEASE

The school district website and social media includes photographs of students, often without names. In addition, local newspaper and occasionally TV stations attend school events outside the school day and have interviewed students about important issues. Please read the following two sections. If you deny permission for your child to be included in media coverage of our schools, **please check the appropriate boxes and submit back to your child's administrator. If nothing is returned**, the school district will assume permission is granted under each of the sections identified below.

- I **DO NOT** give permission for school officials to photograph or record my child for school (for example yearbook and ID badges), school district, and/or BOCES publications (including web sites and district social media).

- I **DO NOT** give permission for my child to be photographed, recorded, or interviewed by the media during the regular school day.

Web 2.0 Applications

The purpose of the district's technology is to prepare students for educational pursuits and success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This policy will cover the use of any technology provided by the district that has been determined to provide educational benefits. This could include, but may not be limited to, desktop computing, tablets, software programs, web-based applications, and other internet related resources. The district will select and use these resources in compliance with the educational goals set by the Board of Education and the Hornell City School District. **If nothing is returned**, the school district will assume permission is granted under the section identified below.

- I **DO NOT** give permission for my child to use school endorsed technology applications.

Parent Signature: _____

Date: _____



Hornell
CITY SCHOOL DISTRICT