

Hornell City School District

Vision: *Together, preparing students for their future*

Mission: *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 reacts 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.*

HORNELL CITY SCHOOL DISTRICT INFORMATION

BOARD OF EDUCATION

Mr. Christopher Clark, President
Mr. Joseph Liberto, Vice-President
Mrs. Kerry Davis
Mrs. Meghann Khork
Mr. Brian May
Mr. James Marino
Dr. Uzma Mehr

SUPERINTENDENT OF SCHOOLS

Mr. Jeremy P. Palotti
120 Raider Road
(607) 324-1302 x1450

BUSINESS OFFICIAL

Mr. Patrick Flaitz
120 Raider Road
(607) 324-1302 x1461

CURRICULUM AND INSTRUCTION

Mr. Theodore Illi, Director of PreKindergarten - 12
134 Seneca Street
(607) 324-1303 x1552

DIRECTOR OF PUPIL PERSONNEL SERVICES

Ms. Amy Feeley
134 Seneca Street
(607) 324-1302 x1480

TRANSPORTATION SUPERVISOR

Mr. Steven Sleight
Avondale Avenue
(607) 324-2633

*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 2025-26

September 2, 2025 (Tuesday)	Conference Day (no school for students)
September 3, 2025 (Wednesday)	Conference Day (no school for students)
September 4, 2025 (Thursday)	First day of school
October 13, 2025 (Monday)	Columbus Day (no school)
November 11, 2025 (Monday)	Veteran's Day (no school)
November 14, 2025 (Friday)	Half Day(PK-12) Parent/Teacher Conf
November 21, 2025 (Friday)	Half Day (PK-5) Parent/Teacher Conf
November 26-28, 2025 (Wednesday - Friday)	Thanksgiving Break (no school)
December 22, 2025 (Monday) – January 2, 2025 (Friday)	Winter Recess (no school)
January 19, 2026 (Monday)	Martin Luther King Day (no school)
January 26, 2026	Conference Day (no school for students)
February 16 – 20, 2026 (Monday - Friday)	Mid-Winter Recess (no school)
March 20, 2026 (Friday)	Half Day(PK-5) Parent /Teacher Conf
March 23, 2026 (Monday)	Conference Day (no school)
March 27, 2026 (Monday)	Half day (PK-12) Parent/ Teacher Conf
April 6 - 10, 2026 (Monday - Friday)	Spring Recess (no school)
May 25, 2026 (Monday)	Memorial Day (no school)
June 19, 2025 (Friday)	Juneteenth (no school)
June 26, 2025 (Friday)	Last day for 3PK-6

Report Card Dates

PK-6: Trimesters

- 1st Trimester ends November 14, 2025
- 2nd Trimester ends March 13, 2026
- 3rd Trimester ends June 18, 2026

Grades 7-12: Quarters

- 1st Marking Period ends October 31, 2025, Report Cards November 7, 2025
- 2nd Marking Period ends January 23, 2026, Report Cards January 30, 2026
- 3rd Marking Period ends April 2, 2026, Report Cards April 17, 2026
- 4th Marking Period ends June 26, 2026, Report Cards July 1, 2026

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Parent Engagement

The Hornell City School District is dedicated to involving parents in discussions about how our schools support all children in meeting state academic and performance standards, as outlined in the Every Student Succeeds Act (ESSA) sections 1116 (a) (2). Parents are encouraged to participate in our building-level shared decision-making teams to help create plans for meaningful parent and student engagement. These plans ensure coordination with feeder programs like Head Start and transitions from preschool to kindergarten.

School staff will provide timely information to parents about school programs, report cards, standards, and assessment results. At least one percent of Title I funds will be allocated to parent engagement activities and training. Parents, grandparents, and guardians are invited to volunteer in school buildings. Please contact the principal if you're interested.

Parent volunteers who work directly with students will undergo interviews, fingerprinting, and training for appropriate placement. We also encourage parents to attend open houses and parent-teacher conferences to stay involved in their child's education. Keeping in touch with your child's teacher(s) about their educational progress is crucial.

Stay updated on school events by visiting our Hornell City School District website and checking communications sent home with your child. Your involvement is key to our students' success!

Attendance

Research states good attendance has a direct result in a child's academic growth. Students who attend school regularly are more likely to graduate and find good jobs. A high school graduate makes \$1 million more over a lifetime than a dropout. It is the expectation of the Hornell City School District that all students will be present in school every day. Absences 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.

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 and follow up with a written excuse.
- 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.
- 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](http://www.hornellcityschools.com/Board%20of%20Education/Board%20Policy/#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 (Grades 3PK-1)	324-0014 (ext. 1723)
Intermediate School (Grades 2-5)	324-1304 (ext. 1102)
High School (Grades 6–12)	324-1303 (ext. 1516)

Appointments

If you have to leave school early because of an appointment, please bring in a note regarding the time your parents 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.

Excuses for an Absence

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 may be called in, but a written excuse must follow and 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)
- 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

The following are deemed to be acceptable reasons for absence from school:

- Personal illness (After three days, a doctor's excuse is required)
- Illness or death in the family
- Impassable roads or severe weather conditions
- Religious observance
- Quarantine
- Required court appearance
- Attendance at health clinics (A doctor's note may be required)
- Approved college visits (required signed documentation by the college admissions office.)

- Approved cooperative work programs
- Military obligations (documented by appropriate military staff)
- Disciplinary detention of an incarcerated youth
- Approved school business
- Absences approved in advance by the school principal
- 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.
- Any other reason approved by the Commissioner of Education
- 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.

- Working
- Oversleeping
- Staying home to babysit
- Being tired
- Shopping
- Traveling/Vacation
- Missing the bus
- Cold or inclement weather (unless school is closed)

Code of Conduct

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
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 disorderly.** Examples of disorderly conduct include, but are not limited to:
 - a. Using language or gestures that are profane, lewd, vulgar, or abusive.
 - b. Engaging in any willful act which disrupts the normal operation of the school community.
 - c. Trespassing. Students are not permitted in any school building, other than the one they currently attend, without permission from the administrator in charge of the building.
 - d. Running/jumping in the hallways.
 - e. Making unreasonable noise.
 - f. Misusing electronic devices, such as searching or visiting inappropriate websites, or any other violation of the district's acceptable use policy.
 - g. Taking a photo or video of another student/staff member without permission and/or sending it to others or posting on social media.
2. **Engaging in behavior that is insubordinate.** Examples of insubordinate conduct 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. **Refusal to turn over a personal electronic device (cell phones/smart watches/earbuds, etc) when requested by school staff for violation of school policy.**
 - c. Demonstrating disrespect of teachers, school administrators, or other school employees in charge of students.
 - d. Leaving school grounds without permission.
 - e. Skipping class or detention.
 - f. Chronic tardiness to school or class.
3. **Engaging in behavior that is disruptive.** Examples of disruptive conduct include, but are not limited to:
 - a. Engaging in conduct that is disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
4. **Engaging in behavior that is violent.** Examples of violent conduct include, but are not limited to:
 - a. Committing or attempting to commit an act of violence towards another person who is lawfully on school property - such as hitting, kicking, punching, scratching, biting, or striking with an object.
 - b. Possessing a weapon (such as a gun, knife, explosive or incendiary bomb, or other dangerous instrument capable of causing physical injury or death.

- c. Displaying what appears to be a weapon, while on school property.
 - d. Threatening to use any weapon, while on school property.
 - e. Intentionally damaging or destroying school property or the personal property of other students, teachers, administrators, other district employees, or any person who is lawfully on school property, including graffiti or arson.
 - f. Communication by any means (including oral, written, or electronic), on or off school property, where the content of such communication can reasonably be interpreted as a threat to commit an act of violence on school property or results in material or substantial disruption to the educational environment.
- 5. Engaging in behavior that endangers the safety, morals, health, or welfare of others.** Examples of such conduct include, but are not limited to:
- a. Lying to school personnel.
 - b. Stealing the property of other students, school personnel, or any other person lawfully on school property or attending a school function.
 - c. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by defaming them.
 - d. Discrimination, which includes the use of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex for treating another individual in a negative manner on school property or at a school function.
 - e. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably cause a student, teacher, administrator, other district employee, or any person who is lawfully on school property to fear for their physical or mental wellbeing.
 - f. Use of profanity, inappropriate language, and offensive gestures directed towards another student, teacher, administrator, other district employee, or any person who is lawfully on school property.
 - g. Cyberbullying, including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety, and welfare of students or employees.
 - h. Hazing, including any intentional or reckless act directed against another for the purpose of initiation into, affiliating with, or maintaining membership in any school-sponsored activity, organization, club, or team.
 - i. Possessing, using, or selling obscene material.
 - j. Possessing, consuming, distributing, or selling/attempting to sell any product containing nicotine on school property or at a school function. This includes, but is not limited to, cigarettes, vapes, e-cigarettes, chewing tobacco, nicotine patches, nicotine pouches, or any paraphernalia such as lighters, matches, and vape cartridges (empty or full).
 - k. Possessing, consuming, distributing, exchanging, or selling/attempting to sell any illegal substance or being under the influence of such substance.

Illegal substances include, but are not limited to: alcohol, marijuana in any form, any product containing THC, CBD products, synthetic marijuana products, inhalants, cocaine, LSD, amphetamines, heroin, steroids, and drug paraphernalia.

- l. Inappropriately using or sharing prescription and over-the-counter medications.
- m. Gambling.
- n. Exposing parts of the body that are considered private in a manner that could be interpreted as lewd or indecent.
- o. Making a false alarm, such as a bomb threat, pulling a fire alarm, discharging a fire extinguisher, or misuse of 911.
- p. Having knowledge of, but failing to report threatening, violent, or disruptive acts.

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 a student in any of the above.

Student Discipline

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

- Oral warning - any district staff member
- Documented warning - bus drivers, hall and lunchroom staff, coaches, guidance counselors, teachers, building administrators, superintendent
- Removal from classroom by teacher - teacher, building administrators
- Detention - building administrators, superintendent
- Suspension from transportation - director of transportation, building administrators, superintendent
- Suspension from athletic participation - coaches, athletic director, building administrators, superintendent
- Suspension from social or extracurricular activities - activity advisor, building administrators, superintendent
- Suspension of other privileges - building administrators, superintendent
- In-school suspension - building administrators, 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

Note: Any student who receives In-school suspension or Out-of-school suspension is not allowed to attend any extracurricular activity for that day of suspension.

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.

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. Hoods are not allowed to be worn over the head inside the building.
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. Sometimes, clothing is deemed inappropriate by building administration. When this occurs, the school will try to provide extra clothing that has been donated. Sizes are limited, so this is not guaranteed. If needed, parents/guardians will be called to bring a change of clothes. Such students will remain in the Main Office until appropriate changes to their attire have been made.

Classroom temperatures may vary; therefore, a sweater or sweatshirt may be left in school for your child's comfort. Be sure your child is dressed appropriately for the weather, as outdoor recess occurs almost every day in the lower grades. Sneakers must be worn in PE class and may be left at school, in lockers or cubbies. When snow boots are worn to school, children are urged to bring sneakers or shoes with them so that they may change out of their boots.

Backpacks

To ensure the safety of students, PreK- 12 and staff, backpacks must be stored in lockers or cubbies during the 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 may 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 are to use the locker they are assigned. Sharing lockers is not permitted.
6. Students should be prepared with materials for classes and study halls and should not assume that locker passes will be given out.

Cell Phones and Other Electronic Devices

Students are prohibited from having cell phones, wireless headphones/earbuds, airpods or any other smart devices that are capable of sending and receiving text messages or accessing social media on their person during the school day. These items must be turned off and stored in students' lockers from the start of the academic day until the conclusion of the academic day. Students who need to contact a parent/guardian can report to the office and personnel will assist them appropriately.

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 prescribed 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 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 students 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.

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.

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. Any change in a student's transportation must be made in writing and provided to the school. Parents are encouraged to make written suggestions to school authorities for any improvement to the bus transportation program.

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.

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.**

In case a student needs special 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 and beverage containers.
 - Chaperones are responsible for ensuring students clean the bus of all food and beverage containers.
 - No food for regular routes or to/from BOCES during the regular school day.

Bicycles, Scooters, and Skateboards

Those riding bicycles, skateboards, or scooters to school should park them in the racks provided for this purpose, upon arriving on campus. Bikes, skateboards, and scooters should be secured to the racks with a lock. Campus offices will not store student bicycles or scooters. Avoid accidents; please ride carefully and do not cut across the parking lot.

Cafeteria Information

The Hornell City School District provides a nutritious, delicious breakfast and lunch every day students are present. Hornell CSD schools participate 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 a la carte they can do so for an additional charge. A breakfast entrée is \$1.00 and a complete second breakfast is \$2.00. A lunch entrée is \$1.60 and a complete second lunch is \$3.50. Milk or snacks may be purchased for \$0.75 - \$1.50. Charging a la carte items or second entrees/meals will not be allowed.

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.

Emergency School Closing

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 ParentSquare, a system that notifies parents via phone contact about important school information. **Therefore, 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, upon arriving at school. 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 canceled as well, unless otherwise specifically announced.

Every Student Succeeds Act

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. 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 they teach;
- 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 they hold any advanced degrees, and if so, the subjects of those 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) will be honored in a timely manner. Please contact the office of your child's school.

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>. Through collaboration, families and educators can ensure that your child receives optimal education.

Fire and Disaster 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, which 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

Each campus in the Hornell City School District has a nurse's office to deal with student illnesses and injuries, as they occur during the school day. The nurse's office is also a vital partner to students and their families when medical issues are present or arise during the academic year. Please communicate with the school nurse whenever your child is in the care of a medical professional.

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/guardian.

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 a 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:

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

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, NYS Governor 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 a 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.

Lost/Found Items

Each school in the Hornell City School District maintains a lost and found area where students can inquire about missing items. These areas are regularly cleared out during the school year, with advance notice provided through announcements one week prior.

Personal Items

If a student finds or loses an article such as clothing or a lunch box, please contact the main office. It's advised to label items like lunch pails, boots, coats, and hats with the student's name. Keeping a record of serial numbers for valuable items is also recommended. Students should avoid bringing valuable items to school, unless absolutely necessary.

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 the item, 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 prorated based on the age of the book. If a book is later 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:

- Non-resident children attending school (grades PK 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.
- Children of all full-time employees of HCSD 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 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.
- Non-resident children in grades PreK (PK) through twelve (12) that wish to be admitted to the District shall provide a written application to the Superintendent of Schools for consideration. The 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 or at the sole discretion of the Superintendent.

Such students must also continue to meet all criteria set forth below. Criteria for admission and continued attendance:

- The student has an exemplary academic, attendance, and behavior record;
- There is sufficient space to accommodate the non-resident student;
- No increase in the size of faculty or staff will be necessary;
- Admittance will not result in the establishment of a new section;
- Attendance in a program offered through a 3rd party vendor is not provided;
- 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. Tuition will be billed and payable in advance. 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.

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 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.

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](http://www.hornellcityschools.com/Board%20of%20Education/Board%20Policy/#7551).

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.

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 to 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.

Student Name: _____

Parent/Guardian 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 a 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	

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 others.

Statutory Authority: 20 U.S.C. §1232h

NORTH HORNELL ELEMENTARY SCHOOL

Grades 3PK - 1st

2 Avondale Avenue

607-324-0014 (Main Office) –607-324-7478 (FAX)

SCHOOL CONTACT INFORMATION

Main Office:

Kate Wall	Principal	x 1702
Brooke Bertch	Assistant Principal	x 1702
Emily Haynes	Administrative Assistant	x 1702

Counseling Department:

Carli Cavanaugh (Kindergarten and 1st Grade)	School Counselor	x 1123
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Kasi Washburn (3PK, 4PK, and Multi-Grade Classrooms)	School Counselor	x 1739
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Laura McGraw	School Psychologist	x 1756
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Health Office:

Karen Dgien	Registered Nurse	x 1747
Rhonda Smith	Licensed Practical Nurse	

ARRIVAL / DISMISSAL TIMES

Doors Open	7:30 am
Tardy Bell	7:45 am
3PK Dismissal	1:50 pm
4PK- Grade 1	2:10 pm

Dismissal Location:

3PK, 4PK, Kindergarten, and 1st grade will be dismissed through the **Main Entrance**



North Hornell Elementary School Behavior Matrix

Red Raider Strong: Respectful, Responsible, and Safe

	Learning Spaces	Playground	Hallway	Bathroom	Cafeteria	Bus
Be Respectful "Be caring by treating yourself, others & property with kindness"	Voice Level 0-3 *Listen and follow adult directions *Listen to your peers without interrupting *Eyes on speaker *Raise your hand & wait for your turn to talk *Treat others as you wish to be treated *Use kind words	Voice Level 0-4 *Share playground equipment *Wait your turn *Keep hands and feet to self *Use kind words	Voice Level 0-1 *Listen to adults *Stay with your class *Keep body to self *Silent greetings	Voice Level 0-1 *Wait your turn & give others privacy *Put trash in the garbage *Report bathroom messes to an adult	Voice Level 0-2 *Wait your turn in line *Listen to adults *Use good table manners~ Say please & thank you *Keep body to self *Throw away garbage when directed *Voice level 0 when lights are off	Voice Level 0-2 *Listen to adults *Remain in your seat *Keep body to self *Treat others as you wish to be treated
Be Responsible "To do what is expected of you and accept the consequences of your actions"	*Come to school ready to be a learner *Be honest *Pick up after self *Follow learning space expectations *Do your best work *Remember your positive growth mindset	*Take turns *Listen to adults *Tell an adult if you see an unsafe situation *Come the first time your teacher calls *Be honest	*Walking feet *Keep body to self *Eyes forward *Know where you are going *Go directly to your destination	*Use the bathroom in timely manner *Wash hands using 1-2 pumps of soap *Use 1-2 paper towels *Notify an adult with any bathroom messes *Return directly to learning space	*Eat in timely manner *Listen to adults *Raise hands *Stay in seat *Pick up after self *Return trays *After breakfast return to own class immediately	*Stay in seat *Keep food, drinks, & belongings in bags *Keep body to self
Be Safe "Keeping yourself and others from getting hurt"	*Walking feet *Keep body to self *Keep legs on the floor *Push chair in *Use materials properly *Stay in your directed learner space *Tell an adult if you see an unsafe situation	*Wear sneakers *Keep body to self *Keep wood chips on the ground *Only slide down slides *Only climb on designated spaces	*Walking feet *Keep body to self *Eyes forward *Stay in line	*Walking feet *Keep feet on floor *Keep body to self *Keep water in sink *Throw paper towels in the garbage	*Listen to adults *Use utensils appropriately *Walking feet *Keep body to self *Keep feet on floor *Eat only your food	*Hold rails *One step at a time *Keep bag out of the aisle *Stay in your seat until an adult tells you to stand *Watch for bus driver signals

<i>Voice Level:</i>	<i>0-Silent</i>	<i>1-Whisper</i>	<i>2-Table Talk</i>	<i>3-Strong Speaker</i>	<i>4-Outside</i>
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Grades 2-5
71 Buffalo St.
607-324-1304 (Main Office) –607-324-1301 (FAX)

Main Office:

Tonya Cornish	Administrative Assistant	x 1102
Caroline Booth	Administrative Assistant, Attendance	x 1100

Jodi McAneney	School Counselor, grades 2 and 3	x 1122
Aryn Bailey	School Counselor, grades 4 and 5	x 1158
Cassie Tyler	School Counselor, 8-1-1 classes	x 1234
Dr. Nancy Shedlock	School Psychologist	x 1125

Sarah Fuller	Registered Nurse	x 1104
TBD	Licensed Practical Nurse	x 1107

Doors Open for Breakfast	8:00 am
School Begins	8:15 am
Students Dismiss	2:45 pm

	Classroom	Cafeteria	Hallway/Stairs	Bathrooms	Playground	Bus
Be Respectful	<ul style="list-style-type: none"> Voice: 0-2 Raise hand and wait Whole Body Listening Use kind words Keep personal space 	<ul style="list-style-type: none"> Voice: 0-2 Wait your turn Chew with mouth closed Say please, excuse me, and thank you Keep personal space 	<ul style="list-style-type: none"> Voice: 0-1 Close lockers quietly Enjoy displays with eyes only Use kind words Keep personal space 	<ul style="list-style-type: none"> Voice: 0-1 Wait your turn Allow privacy Knock on door before entering Keep personal space 	<ul style="list-style-type: none"> Voice: 0-4 Include others Share Take turns Use kind words Keep personal space 	<ul style="list-style-type: none"> Voice 0-2 Use kind words Keep personal space
Be Responsible	<ul style="list-style-type: none"> Follow directions Be prepared Actively participate Clean up after yourself 	<ul style="list-style-type: none"> Follow directions Dump trash in garbage and return tray Clean up after yourself Raise hand to leave seat or ask for help 	<ul style="list-style-type: none"> Follow directions Be in hallway only with permission Walk to your destination quickly and quietly. Keep lockers clean and closed 	<ul style="list-style-type: none"> Follow directions Go, flush, wash, leave Clean up after yourself 	<ul style="list-style-type: none"> Follow directions Listen for signal Line up quickly Take care of your belongings Dress appropriately for the weather 	<ul style="list-style-type: none"> Follow directions Sit face forward in assigned spot Be on time Clean up after yourself
Be Safe	<ul style="list-style-type: none"> Sit safely Use materials appropriately Keep objects where they belong Tell an adult if you see an unsafe situation 	<ul style="list-style-type: none"> Stay in seat Eat own food Be mindful of allergies Walk Tell an adult if you see an unsafe situation 	<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 Tell an adult if you see an unsafe situation 	<ul style="list-style-type: none"> Wash and dry hands Keep water in sink Tell an adult if you see an unsafe situation 	<ul style="list-style-type: none"> Stay in the designated area Use equipment properly Follow the official playground rules Tell an adult if you see an unsafe situation 	<ul style="list-style-type: none"> Stay in seat Be mindful of cars when crossing road Use stair railing One step at a time Keep belongings and feet out of aisle Tell an adult if you see an unsafe situation

Hornell High School

**Grades 6-12
(607) 324-1303**

Main Office (x1502):

Morgan Allison, Principal
Wendy Wachtel, Assistant Principal
Dr. Sinya Wilson, Assistant Principal
Katherine Santelli, Secretary to the Principal
Dee Haynes, Main Office Secretary
Jodi Aman, Attendance

Guidance Office serving grades from 6-12 (x1571):

Danielle vanLeeuwen, School Counselor for last names beginning with A-F
Ashleigh Striker, School Counselor for last names beginning with G-O
Stephanie Hurley, School Counselor for last names beginning with N-Z
Nicole Carey, Social Worker
Tracy Graham, Social Worker
Ashlen Arias-Baird, Secretary

Pupil Personnel Services (x1484):

Tricia Bressler, School Psychologist

Curriculum Office (x1552):

Ted Illi, Director of Prekindergarten-12

Nurse's Office (x1586):

Colleen Amidon, RN, School Nurse

Athletic Office (x1483):

John Cardamone, Athletic Director

Cafeteria (x1570):

Tracie McCarthy, Food Service Manager

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

ARRIVAL / DISMISSAL

Doors Open 7:52 am
1st Period Begins 8:05 am
Dismissal 3:05 pm

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 situations.

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% or 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)

Extracurricular Activities and Interscholastic Athletic Activities

The Hornell High School has a wide variety of athletic and extracurricular activities for students to participate in, outside of the school day. These activities include academic clubs, such as Academic All-Stars, Business Club, DECA Club, History Club, Kaleidoscope, National Junior Honor Society, National Honor Society, and World Languages Club. Students may also explore their artistic passions in clubs such as Art Club, Drama Club, Jazz Ensemble, Jazz Choir, Show Choir, and productions, including a Junior High and Senior High Musical. Athletic program offerings include, Cheerleading, Cross Country, Football, Soccer, Swim, Basketball, Ski Team, Wrestling, Softball, Tennis, Golf, and Track. Please see the district website for more information.

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 extracurricular activities. This incorporates all clubs, extra-curricular activities and sports. See the "Extra-Curricular Handbook", located on the Hornell City School District website, 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.

- Junior-Senior Prom: Grade 11 & 12 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.

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. 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, the administration will review with the student the reasoning for denial. At this time, the student shall submit in writing any support or reasoning they believe they should receive the honor pass.
- The student will be informed of the decision within two school days of the final review.

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 restrooms located within the cafeteria.
3. Only students with a pre-signed pass may go to a teacher's classroom during lunch.
4. Students will not be allowed to leave the cafeteria to go to their lockers during lunch.

OPEN CAMPUS GUIDELINES

All Hornell High School Seniors and those 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.

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 anytime they are in the hallway during class time.

BOCES 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.