

Hartnett Elementary School  
Handbook  
for Students and Parents  
2009-2010



Hartnett Elementary School  
Academy Street  
Truxton, New York 13158  
607-842-6216  
[www.homercentral.org](http://www.homercentral.org)

# Hartnett Elementary School

## Handbook for Students and Parents

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Dear Parent/Students:

It is my pleasure to welcome you to Hartnett Elementary School. The teachers and staff all join in saying that we are happy to have you as part of the Hartnett Elementary School Community.

We are using this handbook as a means of communicating between the home and school. There are many policies, regulations, and services discussed in these pages. Please read and keep this handbook readily available throughout the year.

Many of your questions have been anticipated and are discussed in some detail. We are always available to clarify any school matter. The telephone numbers listed for key staff members will prove helpful. Do not hesitate to use them.

Close cooperation between the home and school is essential to promote the best interests of the child. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers.

Please feel free to contact the school with any questions you may have concerning the material included in the handbook.

Sincerely,

Mr. Michael J. Falls, Principal

### Vision Statement

The Homer Central School District shall be an institution that provides a challenging and rewarding educational opportunity for the children of its district to become productive citizens in tomorrow's world. Instruction will be conducted in a manner to foster PRIDE among students and faculty. We will strive to incorporate modern technological advancements in instruction as well as administration of the district and to make financial resources available to maintain and improve buildings and grounds, which showcases the community's pride. We are committed to engage the public through communication to ensure that the needs of the community are being met.

### Homer Central School District

#### 2009-2010 Calendar

September	7	Labor Day (no school)
	8	Staff Development (no school)
	9	Opening Day of School for Students
	30	Go Home Early Drill
October	12	Columbus Day (no school)
	13	Staff Development (no school)
	28	Go Home Early Drill
November	11	Veteran's Day (no school)
	20	Teacher Conferences (no school)
	25-25	Thanksgiving Recess
December	24 –	
January	1	Holiday Recess (no school)
	18	Martin Luther King, Jr. Day (no school)
February	1	Staff Development (no school)
	15	Presidents Day (no school)
	16	Staff Development (no school))
March	24	Go Home Early Drill
April	2	Good Friday (no school)
	19-22	Spring Recess (no school)
May	31	Memorial Day (no school)
June	24	Last Day of School

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# Directory

## Hartnett Elementary School

Office (Mrs. Carol Musson) 842-6216  
 Nurse (Mrs. Sue Rosato) 842-6216  
 Principal (Mr. Michael J. Falls) 842-6216

## Other Schools in Homer District

### Homer Elementary School

Mrs. Ruth King.....749-1250

### Homer Intermediate School

Mrs. Stephanie J. Falls

### Homer Junior High

Mr. Tom Turck .....749-1230

### Homer High School

Mr. Doug VanEtten .....749-7246

## Central Administration and Support Services

Athletic Office 749-1213  
*Mr. Michael Carboine*  
*Director of Athletics, Health & Physical Education*

Building & Grounds 749-1234  
*Mr. Laird Updyke*  
*Superintendent of Buildings and Grounds*

Cafeteria Office 749-1216  
*Ms. Wendy Young, School Lunch Manager*

Office of Evaluation and Instruction 749-1206  
*Director of Instruction and Evaluation*

District Office 749-7241  
*Mr. Doug Larison, Superintendent*  
*Mr. Michael Delair, Director of Business and Finance*

Special Education Office 749-1226  
*Dr. Richard Passigli,*  
*Administrator for Special Education*

Transportation Office 749-3873  
 749-1221  
*Mr. Rich Rogers, Transportation Supervisor*

## Homer Central School Board of Education

Mr. Forrest Earl 756-4953  
 4028 McCloy Road  
 Cortland, NY 13045

Mr. Paul Phelps 749-2030  
 4589 Cosmos Hill Rd  
 Cortland, NY 13045

Mrs. Nicole Sprouse 842-6669  
 3920 Bells Mill Rd  
 Truxton, NY 13158

Ms. Mary Beth Mathey 749-7734  
 1296 Bell Drive  
 Cortland, NY 13045

Mr. James Gallagher 749-6226  
 24 Clinton St  
 Homer, NY 13077

Mr. Scott Ochs 756-8143  
 4489 Cosmos Hill Rd  
 Cortland, NY 13045

Mr. David Quinlan 749-2265  
 25 Grove St  
 Homer, NY 13077

Mrs. Kimberly Sharpe 842-6074  
 6725 Hights Gulf Rd  
 Cortland, NY 13045

Mrs. Sonia Apker  
 749-9026

# Hartnett Elementary School

## Faculty And Staff

Mr. Michael J. Falls.....Principal

### Office

Mrs. Carol Musson..... Secretary

### Support Staff

Mr. Steven Richardson.....Psychologist

Mrs. Sue Rosato ..... School Nurse

Mrs. Barbara Barnes.....Social Worker

### Kindergarten

Mrs. Karen Keefe

### First Grade

Mrs. Martine McNerney

### Second Grade

Mr. Patrick Dwyer

### Third Grade

Mrs. Ellen Garrett

### Fourth Grade

Mrs. Alison Mastroe

### Fifth Grade

Mrs. Christina Hartnett

### Sixth Grade

Mrs. Kathi Williams

### Special Area Teachers

Mr. Scott Miller.....Music

Ms. Lauren Nels.....Art

Mrs. Heather Slade.....ELA Enrichment

Miss Molly Lewis.....Library

Mr. Chad Totman.....Physical Education

Mr. Thomas Roughton.....Reading

Mrs. Linda Priest.....Speech

### Special Education

Mrs. Renee Homer.....Resource Room

### Teacher Assistants

Mr. Christopher Burr

Mrs. Korrine L'Hommedieu

### Custodians

Mr. Daniel McCall

Mr. John Ripley

### Cafeteria

Mrs. Nancy Barrows

Mr. John Kaltenbach

# Daily Information

## School Day

8:30 .....	Students may enter building
8:55 .....	Announcements
9:00 .....	Classes begin
11:25-12:35 .....	Lunch
3:20 .....	Walkers dismissed
3:25 .....	Bussers dismissed

## Visitor Policy/Parent Sign In

Any person entering the building during school hours must go to the front doors and be buzzed in. Visitors will then report to the Hartnett office to sign in and receive a visitor's pass. All visitors must show photo identification. It is expected that school personnel will question anyone seen in the building without a visitor's pass. To ensure the safety of students and staff all doors to the building are locked.

## Emergency School Closings

When schools are closed because of weather conditions or other emergencies, early morning announcements will be made over the following radio and television stations:

**District Website:** [www.homercentral.org](http://www.homercentral.org)

**Radio:** WKRT (920 AM), WHEN (620 AM), WSYR (570 AM), WHCU (870 AM), WSEN (92.1FM), WSKG (91.1 FM), WXHC (101.5 FM), WTKO (1470 AM), WNTQ (93.1 FM)

**Television:** WIXT (Channel 9), WSTM (Channel 3), WTVH (Channel 5), News Channel 10

On certain rare occasions, emergency conditions such as impending storms, etc., may necessitate dismissal of students before regular school closing time. In such an event, efforts will be made to have the emergency closing announced on the radio and television stations listed above. In order to ensure that your child will be properly cared for if no one is at home, please make arrangements at the beginning of the school year so that your child will be assured

of shelter when arriving home. Please be sure to carefully explain all of these arrangements to your child.

When dangerous road conditions exist, we will make every attempt to return the students as close to their regular bus stop as possible.

Parents should be aware of what procedures their children would be following in the above events.

**If school is cancelled/delayed, the YWCA Child Care Program will also be cancelled/delayed.**

**Early Morning Program is cancelled if school is delayed.**

## Home/School Communications

A strong home/school relationship is vital to help ensure the academic/social-emotional success of your child. At the Intermediate School, we attempt to maintain an open line of communication by using the following methods:

1. weekly newsletters
2. telephone calls, notes home, e-mail
3. parent-teacher conferences
4. District website

Each staff member has regular access to e-mail, which can be an effective mechanism to maintain regular dialogue between teachers and families. To locate your child's teacher e-mail, please go to the Homer District Website at [www.homercentral.org](http://www.homercentral.org), click on the Intermediate School page and find our staff directory icon. Teachers are expected to respond to any e-mail within 24 hours. **Please do not ask teachers to email confidential information.**

# Parent Organization

## School Community Association (SCA)

The Hartnett Elementary School Community Association is designed to help promote a sense of community within the school walls by sponsoring a number of projects that help bring families and staff together. Some of the activities include the annual Ice Cream Social, Bingo Night, Holiday Shop, School Picnic, Family Dances, etc.

Each year, countless volunteers help to carry out the duties necessary to ensure successful community activities. SCA membership forms are sent home in the initial Hartnett Highlights distributed each September. If you are interested in becoming more actively involved with any one of the SCA sanctioned events, please call the main office at 842-6216.

## Bill of Rights and Responsibilities

### A. STUDENT RIGHTS

Homer Central School is committed to safeguarding the rights given to all students under state and federal law. In addition to those rights, all Homer Central School students have the right to:

1. A safe, healthy, orderly and civil learning environment.
2. Take part in all Homer Central School activities on an equal basis regardless of age, race, religion, color, national origin, gender, sexual orientation or disability.
3. Present their version of the relevant events to Homer Central School staff authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
4. Access to Homer Central School rules and, when necessary, to receive an explanation of those rules from Homer Central School staff.

### B. STUDENT RESPONSIBILITIES

All Homer Central School students have the responsibility to:

1. Contribute to maintaining a safe and orderly learning environment that is conducive to learning and to show respect to other persons and to property. This includes the use of appropriate language at all times.
2. Be familiar with and abide by all Homer Central School policies, rules and regulations dealing with student conduct.
3. Attend classes every scheduled day unless legally excused, to be on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.

5. React to direction given by Homer Central School staff in a respectful, positive manner.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for class and Homer Central School functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School-sponsored extracurricular events and to hold themselves to the highest standards of conduct.
12. Report potentially hazardous situations to a staff even if done anonymously.
6. Help their child understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment. Demonstrate civility and the use of appropriate language at all times.
7. Know Homer Central School rules and help their child understand them.
8. Convey to their child a supportive attitude toward education and Homer Central School.
9. Enhance relationships with teachers and administrators by participating in school functions such as open house and parent-teacher conferences.
10. Help their child deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Report potentially hazardous situations to a staff member even if done anonymously.
14. Conduct themselves as representatives of Homer Central School when participating in or attending Homer Central School-sponsored extracurricular events and to hold themselves to the highest standards of conduct.

## C. RESPONSIBILITIES OF THE PARENTS

All parents are expected to:

1. Recognize that the education of their child is a joint responsibility of parents and the educational community.
2. Send their child to educational programs ready to participate and learn.
3. Ensure their child attends class regularly, on time, and that absences are for legal reasons.
4. Build good relationships with other parents and their child's friends.
5. Insist their child be dressed and groomed in a manner consistent with the student dress code.

# Student Discipline Code

Students are expected to know and obey the school rules that are listed generally here and more specifically below.

1. RESPECT THE RIGHTS OF OTHERS.
2. MEET ALL YOUR ACADEMIC RESPONSIBILITIES.
3. SOMETHING IS WRONG IF IT HURTS SOMEBODY ELSE; IT HURTS YOU, OR IT DAMAGES OR DESTROYS PROPERTY.

The disciplinary action taken for the following and similar acts of misbehavior depends upon the student's past record of behavior and the severity of the act. Discipline is generally progressive, and will be handled through a range of penalties. A student will be disciplined if he/she engages in conduct judged to be:

## 1. Disorderly Conduct

- i.e. intentionally causing public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, by
- a. fighting or engaging in violent behavior;
- b. making unreasonable noise;
- c. using abusive or obscene language or gestures;
- d. obstructing vehicular or pedestrian traffic; or
- e. creating a hazardous or physically offensive condition by any act which serves no legitimate purpose.

## 2. Bullying and Harassment

i.e. unwelcome behavior that makes a person feel uncomfortable or unsafe. Examples of bullying and harassment are:

- a. Verbal
  - Comments about body parts or rating someone's body
  - Sexual suggestions or threats
  - Spreading rumors or stories

- Sexual or ethnic jokes that make fun of or ridicule others
- Conversations that are too personal
- Insulting comments about sexual orientation

## b. Visual

- Staring or pointing at a person's body in a way that is too personal
- Displaying obscene sexual material or placing it in someone's locker or computer
- Writing a person's name along with sexual, degrading, or mean remarks, suggestions, drawings in public places.
- Making obscene gestures
- Writing threatening notes

## c. Physical

- Grabbing or touching in a sexual way
- Tearing or pulling at a person's clothing
- Purposely bumping or brushing against someone
- Kissing or holding a person against his or her will preventing someone from moving freely

## 3. Insubordination

i.e., failing to comply with the lawful directions of a teacher, school administrator or other school employee in charge of the student.

## 4. Endangering the safety, morals, and health or welfare of others by any act, including but not limited to :

- a. Selling, using or possessing alcohol, drugs, tobacco, or controlled substance or drug paraphernalia;
- b. Selling, using or possessing weapons, fireworks, or other dangerous instruments or contraband (as defined by the administration);
- c. Selling, using or possessing obscene materials;
- d. Using profane, vulgar or abusive language (including ethnic slurs);
- e. Possessing, smoking, or using smokeless tobacco;

- f. Gambling;
- g. Hazing; or
- h. Engaging in lewd behavior

**5. Engaging in academic misconduct including:**

- a. Lateness for, missing or leaving school or class without permission or excuse;
- b. Cheating (including but not limited to copying, using unauthorized help sheets and the like, illegally obtaining tests in advance, substituting for a test taker, and other forms of unauthorized collusion);
- c. Plagiarism

**6. Committing theft or vandalism of school property.**

The school district has the legal authority to bring suit in a civil court to recover damages. It is the Board of Education’s desire that student discipline be progressive, as well as depend upon the nature of the violation. For instance, a student’s first violation should merit a lighter penalty than subsequent violations. All factors will be taken into consideration when determining the penalty.

These and other appropriate penalties may be imposed for violations of the student disciplinary code; a penalty may be imposed alone or in combination:

- 1. teacher/student conference to discuss what is the expected behavior or plan of action
- 2. verbal warning or reprimand
- 3. written warning
- 4. written notification to parents and/or parent conference
- 5. counseling
- 6. referral to the school psychologist for counseling or testing and/or possible referral to the Committee on Special Education
- 7. probation
- 8. lunch, recess, or after school detention
- 9. suspension from transportation
- 10. suspension from athletic participation

- 11. suspension from social or extracurricular activities
- 12. suspension of other privileges
- 13. in-school suspension
- 14. suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent, Program Directors, and the Building Principals.

Any staff member may recommend to the Superintendent or the Principal that a student be suspended from a class. All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate action. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or Principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

# Student Discipline Code, cont.

of the parent of the student involved and the appropriate disciplinary action taken, up to and including long term suspension and referral for prosecution.

The Building Principal, or program supervisor must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the Principal learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student(s) and explain the conduct that violated the code of conduct and constituted a crime.

## REPORTING VIOLATIONS OF THE CODE OF CONDUCT

Any student observing a student possessing a weapon, alcohol or illegal substance on Homer Central School property or at a Homer Central School function shall report this information immediately to a Homer Central School staff member. The failure of any student to promptly report such information shall constitute a violation of this code. Any weapons, alcohol or illegal substances found shall be confiscated, followed by notification

## Policies

### Threats of Violence in School

The school district is committed to the prevention of violence against any individual or property in the schools or at school activities whether such acts and/or threats of violence are made by students, staff, or others. Threats of violence against students, school personnel and/or school property will not be tolerated whether or not such threats occur on school grounds or during the school day.

Any acts and/or threats of violence, including bomb threats, whether made orally, in writing, or by e-mail, shall be subject to appropriate discipline in accordance with applicable law, and district policies and regulations.

The district reserves the right to seek restitution, in accordance with law, from the parent/guardian and/or student for any costs or damages which had been incurred by the district as a result of the threats or acts of violence in the schools.

This policy will be enforced in accordance with applicable laws and regulations.

### Dangerous Weapons in School

The possession of any type of weapon or object intended to be used as a weapon which poses a danger to the safety and welfare of others is not permitted on school property. The possession of weapons, including mace or pepper spray, any type of knives, fireworks, box cutters, will result in disciplinary action up to and including suspension from school. All such weapons will be confiscated and the police notified if appropriate.

### Firearms

Any student found guilty of bringing a firearm onto school property shall be excluded from school for a period not less than one year, provided that the Superintendent of Schools may modify such suspension requirement on a case-by-case basis in accordance with applicable federal and state laws, rules and regulations, and after affording the student due process pursuant to section 3214 of the Education Law.

## Bus Regulations

All pupils must behave appropriately as passengers of a school bus. Clearly understood and well-enforced rules are necessary for the successful management of the pupils who ride school buses. Misbehavior problems on the buses will be handled in the following manner:

**First** - The bus driver should make an attempt to correct any discipline problems by asking the pupil to behave.

**Second** - After two or three verbal warnings have been given to the pupil by the driver on discipline problems, a bus report will be completed and given to the principal by the driver. At this time, the principal will notify the child's parents of the complaint. The action taken by the principal will be noted on the bus report kept on file in the office.

**Third** - After the next offense the pupil is again brought to the principal, who contacts the parents by letter. The action taken will be noted on the bus report again.

**Fourth** - After the next offense, a bus report is completed by the bus driver, and the student is brought to the principal. A suspension of bus riding privileges may occur.

## Bus Suspensions

Suspensions from bus riding privileges may be short term (five days or less) or long-term (beyond five days).

Short-term suspensions may be imposed by the Board of Education, superintendent, assistant superintendent, or school principal authorized. No other employee may impose a short-term suspension. Any student suspended for five days or less must be afforded the following:

1. Oral or written notice of the charges against him/her.

2. If the student denies the charges, an explanation of the evidence the school has, and an opportunity to rebut these charges must occur before the suspension begins, except when the student's conduct poses an emergency situation. In these cases, the notice and hearing must follow as soon as practicable. On request, the student and parent must be given an opportunity for an informal conference with the principal, at which time the parent may ask questions of the witnesses who made the complaint. During his/her suspension, a student is required to report to school as usual.

A long-term suspension from bus riding privileges is a suspension in excess of five school days. A student has a right to a superintendent's hearing prior to a suspension in excess of five days and also has the right to appeal such a suspension to the Board of Education pursuant to Educational Law 3214.

## Smoking on School Premises

Due to the health hazards associated with smoking, and in accordance with federal and state law, students are forbidden to use or possess tobacco and tobacco-related products (also known as "smokeless" or "chewing" tobacco) on school premises, on school buses, or at school-sponsored activities.

## Use of Electronic Devices

The use of beepers, cellular phones, hand held games, still or video cameras, and music players by students is prohibited on school premises. This includes transportation to and from school. We are not responsible for lost, broken or stolen electronic devices

## Corporal Punishment

Corporal punishment is any act of physical

for the purpose of punishing that student. Corporal punishment of any student by any district staff is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of Homer Central School or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of Homer Central School functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The district will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with commissioner's regulations.

## **Police Involvement in Searches and Interrogations of Students**

Homer Central School administrators are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in Homer Central School buildings or at Homer Central School functions, or to use Homer Central School facilities in connection with police work. Police officials may enter Homer Central School property or a Homer Central School function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant or
2. Probable cause to believe a crime has been committed on Homer Central School property or at a school function, or
3. Been invited by Homer Central School administrators.

Before police officials are permitted to question or search any student, the building Principal or program director shall first try to notify the student's

parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the parent shall be informed of the questioning or search, in writing, as soon thereafter as possible. The Principal or director will also be present during any police questioning or search of a student on Homer Central School property or at a Homer Central School function. Students who are questioned by police officials on Homer Central School property or at a Homer Central School function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

## **Child Protective Services Investigations**

Consistent with the district's commitment to keep students safe from harm and the obligation of Homer Central School administrators to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the district will cooperate with local child protective services workers who wish to conduct interviews of students on Homer Central School property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by child protective services to interview a student on school property shall be made directly to the Building Principal. The Building Principal shall set the time and place of the interview. The Superintendent shall decide if it is necessary and appropriate for a Homer Central School administrator to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the child protective services worker to verify the allegations, the nurse or other Homer Central School medical personnel must be

present during that portion of the interview. No student may be required to remove his or her clothing in front of a child protective services worker or district official of the opposite sex.

A child protective services worker may not remove a student from Homer Central School property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from Homer Central School property before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

## Student Dress Code

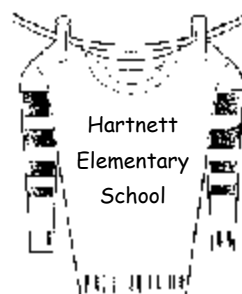
The school administration and teachers will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students will be restricted from attending school if their attire includes the following:

1. K-2: Be safe, appropriate and not disrupt or interfere with the instructional process. Building principals shall make determinations of whether individual student's dress is in compliance with the above.
- 3-12: Be safe, appropriate and not disrupt or interfere with the instructional process. Examples of clothing which is inappropriate include, but is not limited to: tube tops, halter tops, spaghetti straps (shoulder straps less than 1" wide), garments with low necklines to reveal cleavage, any see-through garments, clothing failing to cover midriff and shorts or skirts that do not extend at least to a point located mid-thigh. Building principals shall make determinations of whether individual student's dress is in compliance with the above.
2. Ensure that undergarments are completely covered.
3. Include footwear at all times. Footwear that is a safety hazard will not be allowed; including but not limited to, shoes with wheels and high heels.

4. Not include the wearing of hats, visors or other head coverings in district buildings except for a medical or religious purpose, or where it is part of a uniform during a normal school day.
5. Not include items that are suggestive, vulgar, obscene, libelous, or that denigrate others on account or race, color, religion, ancestry, national origin, gender, sexual orientation or disability.
6. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
7. Personal communications devices such as stereos, pagers, or mobile phones are not to be used during regular school hours.

This policy is to be published annually in the school calendar and prior to the start of the school year and reminders are to be sent to parents each year during the month of August.

*Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out-of-school suspension.*



# School Meal Program

Homer Central School serves breakfast and lunch in all of our buildings. We understand the important relationship between nutrition and health, and nutrition and learning. We encourage every student to eat a nutritious breakfast and lunch every day.

Students are expected to use good manners and common courtesy when in the cafeteria. Students are expected to follow the rules set by the staff in the cafeteria. Toys are not permitted in the cafeteria during lunch; students may bring a book, homework, or paper and pen to the cafeteria to use once they have finished their meal.

Students that are unwilling to follow cafeteria rules and show good character will be removed from the cafeteria.

Planned menus are distributed monthly. Peanut butter and jelly sandwiches are available every day as an alternate choice to the planned menu.

## What Is Free and Reduced Lunch?

Free and reduced meal applications are being sent this year in the District Calendar. New applications must be submitted every school year. Students eligible for free or reduced meals are eligible for both breakfast and lunch. **All information on the meal application is confidential.** Participation in the Free and Reduced lunch program is vital to the Federal Funding that the district receives for your child's academic programs. If you have any questions about the meal application or our school meal programs, please call the Food Service office at 749-1216.

## Hartnett Elementary 2009-2010 School Meal Prices

**Paid lunch \$1.40**

**Paid breakfast \$1.00**

**Milk \$ .50**

**Reduced lunch \$.25**

**Reduced breakfast \$.25**

### What If:

**Q. What if I forget my lunch money or my lunch?**

A. Report to the office to call home to get your money or lunch.

**Q. May I charge my lunch?**

A. No, the cafeteria does not allow you to charge your lunch. In emergency situations, the cafeteria will provide you with a lunch and a milk.



# Health and Safety Information

## Medications:

If it is necessary for your child to take medicine during school hours then it **MUST** be accompanied by a signed note from the parent and doctor. The note should include the diagnosis, permission for the nurse to administer the medication, the amount of each dose and the time(s) it is to be given. Medication permission forms may be obtained from the health office. No student may have medicine in a classroom or give him/herself medicine at school. If you need to take medicine during the day, you must have a parent or guardian bring it to the nurse's office marked with your name in its original container. Parents can ask the pharmacist for two containers, one for home and one for school.

## Physical Examinations:

Physical examinations are mandated by state law. They will be given to all 4th graders and new students to the Homer School District during the school year by the school physician, if not done by your own doctor. A form will be sent home to be filled out and returned to the school for our health records if your own doctor does the examination.

## School Health:

Under Section 2164 of the New York State Public Health Law, all children attending school must be immunized against Hepatitis B, diphtheria, polio, measles, mumps, rubella, and varicella. Minimum requirements include:

- 3 doses of Hepatitis B (for all children born on or after 1/1/93)
- 3 doses of diphtheria toxoid (usually administered as either DTP or TD)
- 3 doses of oral polio vaccine (OPV) or 4 doses of Salk vaccine (IPV)
- 2 doses of live measles vaccine (if born on or after 1/1/85)
- 1 dose of live mumps vaccine administered after the age of 12 months
- 1 dose of live rubella vaccine administered after the age of 12 months
- 1 dose of varicella (chicken pox) vaccine administered after the age of 12 months (for all children born on or after 1/1/98).
- Students entering sixth grade who are 11 years or older as of September 1, 2007 to be immunized

against tetanus, diphtheria and acellular pertussis (Tdap).

Students who have had measles or mumps disease must provide a signed certificate from a licensed physician verifying the diagnosis. If this is not provided, the child must be vaccinated. Immunizations can be received from your family physician or at a free clinic which is held in the County Office Building, 60 Central Avenue, Cortland, N.Y. To attend this free clinic, you must first make an appointment by calling 753-5203. Students must be accompanied to immunization clinics by a parent until age 18.

## FAILURE TO COMPLY WILL RESULT IN EXCLUSION FROM SCHOOL.

## Injuries at School:

Students sometimes suffer injuries in the school or on the school grounds. Report all injuries immediately to the teacher and to the nurse no matter how slight and minor. Minor cuts and abrasions will be treated as first aid in the school nurse's office. More serious injuries which cannot be fully cared for by the school will be referred to the family physician or school physician.

In an emergency the school will be responsible if parent is not available for obtaining medical care for the student at the time of injury. However, if students have to return to a doctor's office or hospital for additional treatment, x-rays, etc., it is the responsibility of the parents to see that the students are transported to the doctor's office or place of treatment.

NOTE : GLASSES AND DENTURES ARE NOT COVERED BY INSURANCE. INJURIES SUSTAINED BY A STUDENT DUE TO "HORSEPLAY" OR A FIGHT WITH ANOTHER STUDENT ARE NOT COVERED BY SCHOOL INSURANCE.

# Things You Need to Know

## Homework When You Are Absent:

You are responsible to make up homework when you are absent from class due to illness, music lessons or other activities. If you are absent for one day you may call a friend to get the assignments or see the teachers when you return. Specific homework policy expectations will vary depending upon the teacher/grade level. Classroom teachers will outline their homework expectations with the children during the first week of school and for parents at open house.

**State law requires a written excuse when a child returns to school after being absent.** The date of the absence, the child's name, and the reason for the absence must be in the note. This note must be signed by the parent/guardian of the child. In accordance with NYS law, the following are legal reasons for absences:

1. Personal illness
2. Illness or death in family
3. Remedial health treatment (doctor, dentist etc.)
4. Required court appearance
5. Religious observance
6. Approved music lessons
7. Impassable roads or weather

## Promptness:

Students are expected to be in homeroom and classes on time.

## Accountability:

New York State Law makes your principal and teachers responsible for you in place of your parent ("in loco parentis") during the time when school is in session. Your teacher, the nurse and/or the principal must know where you are. If your parent gives you permission to leave school property during the day, it must be cleared with your teacher and the principal and you must sign out and be picked up in the nurse's office.

## Study Halls (4th-6th Grade):

These periods are provided so that you may work on your own. Homework assignments may be completed, as well as extra reading or review work. You may also visit the library or computer lab with permission. Students who sit without anything to study or who disrupt others or who attempt to avoid

study are not using the study period to good advantage. Efforts will be made to see that students use study periods appropriately.

## Emergency Management Plan:

A detailed Emergency Management Plan is on file in the school office and deals with specific emergencies. This plan is updated annually and provides for training of all staff.

In case of an emergency in which school is closed early, students are to follow the instructions on the "Early Pupil Dismissal" Form which their parents returned to school in September.

## Fire Drills:

We are required by law to conduct a minimum of 12 fire drills during the school year. The fire drills involve the evacuation of all students, instructional and non-instructional personnel from the building. Your homeroom teachers and classroom teachers are familiar with the route to take in evacuating the building. Students are expected to move quickly and in an orderly manner. Drills of this kind are carried out so that we know what to do if an emergency occurs and all people will leave the building as quickly and orderly as possible. When it is declared safe, staff and students will return to the building.

## Textbooks:

All basic textbooks are furnished on a loan basis by the Board of Education without charge to the student. All books issued will be numbered and a record made of the condition of the book by the teacher. Students who are careless with their books and damage them will have to pay for the damage when the books are returned to the teachers. All books must be returned to the teacher who issued them.

Any student who loses books will have to pay for them. If lost books are found later, the student will be reimbursed. Any student leaving this school must turn in his school-issued books and equipment or be charged for these items. Transfer papers and other school records will not be released until all book fees are paid.

Expensive and valuable books and materials are entrusted to the care of each student. These books should be covered with book covers. Books should be kept free of pencil and ink markings.

# What To Do About Special Situations and Appointments

**GENERAL RULE:** Attend classes daily—making up work is difficult.

Going Somewhere Other than the Usual After School:

## Absent From School:

- A. Your parent should call the main office anytime before 9AM. An answering machine is available 24 hours a day, to tell them you are not coming to school.
- B. Bring a written excuse from home your first day back. Give it to your homeroom teacher.
- C. YOU are responsible for getting assignments made up, and for making up tests and projects.

- A. You must go home in the normal manner unless you have a written note stating otherwise.
- B. Arrangements may be made in the office for emergencies only!

## If You Must Leave During the Day:

- A. Bring a written excuse from home and bring it to your homeroom teacher. It will be sent to the main office with the attendance. You will be given permission to leave your classes when it is your time to leave..
- B. Get your coat, etc., and wait in the main office to be picked up. Have your parent/guardian sign out in the book in the main office. If you can come back during the day, sign in the main office and return to your class..

## Late To School:

- A. If you arrive after 9:00 a.m. report directly to the main office.
- B. Parents should Sign you in. If you are a walker, give your excuse to the secretary.
- C. Go directly to class.

In accordance with Section 86.0 of the regulations implementing Title IX of the Education Amendments of 1972, you are hereby notified that the Homer Central School District does not discriminate on the basis of sex and this policy includes the following areas: Counseling services for students; access by students to educational programs, course offerings and student activities; recruitment and appointment of employees; employment pay and benefits

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# What If?

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## **Q. I get to school early?**

- A. The doors open to allow students in at 8:30 a.m. It is recommended that you time your arrival for that time. If you arrive earlier you are to wait outside.

## **Q. I want to store something at school?**

- A. You will be assigned locker space and a desk. It is your responsibility to keep it clean. Please do not place stickers or decals on desks or lockers.

## **Q. I ride my bicycle to school?**

- A. Bike racks are provided near the school entrance. It is a good idea to lock your bike. When arriving at school, riders will place their bikes in the bike rack. Bikes may not be ridden on school grounds while school is in session. Remember your helmets.

## **Q. I ride my skateboard, wheelies or roller blades to school?**

- A. Roller blades, shoes with wheels, and skateboards are not to be ridden on school grounds at any time. Upon entering school, put your roller blades, wheelies or skateboard in your locker.

## **Q. I lose something?**

- A. Tell your teacher or another adult immediately. There is a lost and found located near the library. You may look for lost items with your teacher's permission and a pass.

## **Q. I need to make a phone call?**

- A. The teacher will make the determination as to whether a student may make a call on the office phone:
1. The child must ask the teacher for a pass to go to the office to make a telephone call.
  2. If permission is granted, the student must present this pass to the secretary or another adult staff member in the office.
  3. The student will make the call and immediately return to the classroom with the phone pass. Permission to use the office phone may be granted by the teacher if the child:

1. Needs homework, note, sneakers, articles for after-school activities.
2. Forgot to tell parent about after-school activity.
3. Needs to find out where to go after school. Permission will not be granted if the student wants to arrange for another student to come to his/her house after school or other similar reason.

## **Q. I want to bring a friend or pet to school?**

- A. In rare circumstances is this permitted. Your parents must contact the Principal.

## **Q. I don't feel well?**

- A. Tell your teacher or another adult. They will instruct you what to do.

## **Q. I have a question, or something is bothering me?**

- A. Tell your teacher or another adult. If they cannot help you or give you an answer, you will be allowed to see a counselor or principal. Do not ever be afraid to ask for help!

## **Q. I see someone doing something wrong in the bathrooms?**

- A. If you see someone throwing papers or other objects into the toilets or someone breaking anything or smoking in the bathroom, do not discuss it while you are in the bathroom. Go to your teacher and tell him/her what you have seen.

## **Q. I see trouble starting between two other people?**

- A. Tell a teacher or another adult immediately. Do not get involved in name calling or fighting.

## **Q. I see someone breaking rules or being a bully on the bus?**

- A. Report it to the bus driver immediately. Do not get involved yourself.

## **Q. I want to bring games/toys to school?**

- A. Generally toys do not belong at school, expensive toys should *never* be brought to school. Cards trading cards, such as Yugio and other cards are not allowed at lunch time or on the play ground. Please check with your teacher about his/her rules during other times.

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# Suggestions for Study

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## **I. Set Goals**

- A. Develop specific objectives.
- B. Make a flexible, yet realistic, time chart.

## **II. Learning Environment**

- A. Study in a quiet place.
- B. Have good light and ventilation.
- C. Have all the materials you need ready before you start.

## **III. Suggestions for Completing Homework**

- A. Do the most difficult or least liked work first.
- B. Give yourself short breaks if you have a lot of work to do.

## **IV. Suggestions for Studying**

- A. Review previous lesson and class notes first.
- B. Make outlines and take notes while reading.
- C. Look up new words.
- D. Review for your test each night, several-nights in advance of your test.

## **V. Special Hints**

- A. Don't daydream.
- B. Keep yourself physically and mentally fit.
- C. Eat properly.
- D. Get enough sleep.

# Academic Intervention Services

## **What are Academic Intervention Services (AIS)?**

Academic Intervention Services consist of additional instruction which supplements the instruction provided in the regular classroom. Academic Intervention Services are intended to assist students who are at risk of not achieving the State Learning Standards in English Language Arts, Mathematics, Social studies and/or Science, or who are at risk of not gaining the knowledge and skills needed to meet or exceed designated performance levels on State Assessments. Academic Intervention Services may include extra academic classes, instruction in study skills, or other support which is needed to encourage improved academic performance.

## **Why Does My Child Need AIS?**

We assign students to AIS classes for a variety of reasons. Generally speaking, however, students in AIS classes are at risk of earning or have earned a low score (2 or below) on a New York State Assessment. Poor study habits, low/failing grades, skill deficits, and teacher recommendation are just a few of the reasons a student may be asked to join an AIS class.

## **How long does my child need to stay in AIS?**

Students' cumulative progress is checked every five weeks. If a student has shown sufficient improvement, his or her AIS status will be re-evaluated. A letter will be sent to homes of students who are discontinued from Academic Intervention Services.

## **What can parents do to help?**

There are several things that parents can do to help their children succeed in school. Such as; 1. Put homework time into the afternoon or evening schedule, and stick to it. 2. Make sure your child has a quiet place to work that has everything he or she needs to complete homework. 3. Check your child's agenda for homework assignments and any notes from his or her teachers. 4. Stay in touch with your child's teachers. Email is a great communication tool. Another option is to sign up for Parent Connect and check it regularly.

## **Who can I contact if I still have questions?**

You may contact the Principal, Mr. Michael J. Falls or Mrs. Karen Keefe, the Hartnett Elementary School AIS Provider.

# **PARENTS:**

## **What you need to know about NYS Grades 3-8 Testing**

### **Why does my child have to take these tests?**

Under the federal No Child Left Behind Act, states that receive federal funding for education must test all students in grades 3 through 8 annually in math and English Language Arts, beginning in the 2005-06 school year. New York State has been testing fourth- and eighth-grade students in these two subjects since 1999. Now, to comply with the federal mandate, the State Education Department has created new tests, similar to those given in grades 4 and 8.

Test results will determine if a school is making Adequate Yearly Progress toward student achievement goals determined by the state.

### **When will the tests be given?**

The first ELA tests in grades 3-8 were given in January 2006, followed by the math tests in March. Each test will consist of two or three sessions, depending on grade level. Total test time ranges from 70 minutes to 150 minutes, depending on the grade level and subject.

### **What's on the tests?**

In ELA, students may be asked to:

- Listen to a story read aloud and answer questions about what they have just heard.
- Answer questions about a passage they have read.
- Identify and correct grammar, punctuation and other errors in a passage they have read.

In math, students must:

- Answer multiple-choice questions.
- Answer open-ended questions that require them to show how they arrived at their answer.
- Read and interpret graphs and tables.
- Recognize and use signs, symbols and terms that represent mathematical concepts.

### **How will the tests be scored?**

Scores will range from 1 to 4. A score of 1 or 2 is considered below the state standard; a score of 3 is proficient; a score of 4 is highly proficient. ELA test results are scheduled to be available to schools in August; math results are due by late September.

### **What if my child does poorly?**

Tests will be scored by teachers and approved scorers. Children who score a 1 or a 2 are entitled to receive extra help. Principals must contact parents of those students, and your school district is responsible for providing extra help to your child. That could include tutoring before or after school, extra help during the school day, or summer school. How your district provides this help is spelled out in a document called the Academic Intervention Services plan.

### **Can a child who scores low on a state test be held back?**

The tests help identify students needing additional help in meeting state standards. Districts use them, together with your child's classroom performance and your input, to decide whether your child is ready to be promoted. Because they are only one indicator of a student's performance, the tests alone should not be used to decide whether your child is promoted. Ask your school for a copy of its promotion policy.

## **Do students with disabilities take the tests?**

In general, students with disabilities are expected to take state tests. At Individualized Education Plan meetings, you have the opportunity to discuss the tests and whether your child might be allowed accommodations in how the tests are given. Your district's Committee on Special Education would determine whether accommodations - such as more time to take the test - are appropriate.

## **How can I help my child?**

Research has shown that there are some good ways to help children learn:

- Set up a dedicated area for homework and studying.
- Require your children to complete homework assignments, and challenge them to respond in detail to writing assignments.
- Have frequent discussions with your children about their studies.
- Stay in contact with your child's teachers.

## **Preparing for the tests**

Kids can't "cram" for these tests. The best way for parents to help is to introduce fun activities and study habits at home that will strengthen your child's abilities in these key subject areas:

### *Reading, writing and listening:*

- Have your child explain information from a newspaper or magazine article.
- Encourage children to keep a journal.
- When watching a television commercial, ask your child to separate fact from fiction.
- Play word games during car trips.
- Read aloud with your child, alternating paragraphs. This helps motivate your child to complete assignments and helps you monitor progress in reading.
- Help your child get started on a writing assignment by asking relevant questions. This helps a child internalize the questions writers ask themselves when composing a piece.

### *Mathematics:*

- Demonstrate the everyday uses of math.
- Let your child tally your spending while shopping, calculate the savings on a sale item or help estimate how many gallons of paint you need to cover the living room walls.
- While driving or walking, have your child identify the geometric shape of common items that you see.
- Give your children the chance to help put together a budget for a family vacation, calculating what you might spend for gasoline, accommodations and activities.

## **For more information . . .**

- Your child's teacher is the first source for help and advice.
- Participate in your local parent-teacher association and attend school events. Parents and teachers need to work together to make sure our children get the time, extra help and resources they need to meet more challenging academic standards.

# Hartnett Community Fitness Room

**The Hartnett Community Fitness Room  
is open Monday-Friday from 4:30 pm-8:00 pm  
on days that school is in session.**

**If there is a snow day or after-school activities have been cancelled,  
the fitness center will not be open.**



The Fitness Center is open to all Community Residents ages 15 and over. Residents under the age of 18 must be accompanied by an adult at all times while using the Fitness Center.

Childcare will not be provided while you are using the Fitness Center. Children may not be left unattended during your visit to the Fitness Center.

You **must** sign an *Assumption of Risk Agreement Form* before you use the Fitness Center.

A Fitness Center Trainer **must** show you how to use equipment properly before you begin using the equipment.

You must be dressed appropriately to use the Fitness Center. You may not wear street clothes or outside shoes/boots while using the Fitness Center. You must change your clothes in one of the first floor bathrooms. Changing/Shower facilities are not available in the fitness center.

Personal stereos may be used in the Fitness Center. We ask than anyone using the general stereo, be conscientious of other Fitness Center users.



# IMPORTANT NOTICE

## PHOTOS AND VIDEOS

Each year many pictures are taken of our students. The photos and videos might be taken by the classroom teacher, local media, or a student teacher for his/her portfolio. These photos might be used on bulletin boards, in newsletters, or in our local news. The videos are usually used for a student teacher's requirements for certification by NYS. We recognize that some parents might not want their child to be in these photos/videos. (Please note that this does not include the school pictures that are taken annually and have a class composite with them.) Please return the below slip to your child's teacher, if you do not want your child to participate in the outlined activities. We will then take steps to avoid such situations.

### REQUEST FOR CHILD TO NOT APPEAR IN SCHOOL PHOTOS/VIDEOS

\_\_\_\_\_ I **DO NOT** want my child to appear in any photos/videos taken at school.

\_\_\_\_\_  
Parent Signature

Child's name \_\_\_\_\_

Child's teacher \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE NOTE THAT A NEW FORM MUST BE SUBMITTED EACH YEAR.**