

# HOLLAND PATENT CENTRAL SCHOOL

HOME OF THE GOLDEN KNIGHTS

AUG  
2018

PLEASE VISIT OUR WEBSITE AT [WWW.HPSCHOOLS.ORG](http://WWW.HPSCHOOLS.ORG)

## Graduation 2018



*To view more graduation photos, see page 19*

### Congratulations to the Class of 2018

On June 23, 2018, 110 students graduated in the village park with a diploma from Holland Patent High School. The class marched in to Pomp and Circumstance. Three students gave speeches to their class as a reflection of their educational journey. Stephanie Petronella addressed the class as the valedictorian, Carlie Stalker gave the salutatory address, and Aryn Homer was selected by his teachers as the class profile speaker. After receiving their diplomas from the Board of Education members, the senior chorus led the class in the alma mater before the conclusion of the ceremony.

**First Day of School**  
Thursday, September 6, 2018



### Our Mission

Holland Patent central school will provide a safe, caring, positive environment where all students can achieve their maximum innate potential and acquire the skills, attitudes and abilities necessary to succeed in an ever changing world.

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## Dear Holland Patent Central School District Residents,

As the 2018-19 school year is right around the corner, we are eagerly awaiting the arrival of our wonderful students! Over the summer vacation, our team has been working extremely hard and we are ready to continue the important work of our school mission – to provide the means for educational development of all students within the district to reach their fullest potential.

This summer, our \$4.95 Capital Project has been progressing nicely. The lights have been installed, the sod has been laid down and the new track will be installed in September. Along with the work outside, we have installed a new ventilation and air condition system in the weight room; added a new handicap accessible shower room in the weight room; and also a new dishwasher system in the Middle School kitchen. Along with the on-going work of our Capital Project, our buildings and grounds and custodial teams have been working hard to make sure our buildings are safe, clean and welcoming for our students and staff as they return. Our buildings will be ready for Opening Day due to the hard work of our incredible secretaries, guidance counselors, transportation department, business office, food service workers, teachers and administrators!

Over the summer, our teachers and staff have been participating in the most up-to-date and leading edge professional development opportunities. The professional development experiences have ranged from learning about a new reading approach in our elementary schools to enhancing our curriculum in the secondary levels. Through these experiences, we feel confident we will continue to not only meet the needs of all our students, but also provide them with unique and highly enriching learning experiences.

During the 2017-18 school year, the New York State Board of Regents amended a section of the Commissioner's regulations relating to the minimum instruction requirements for State Aid. Based on the amendment to the regulation, the current daily minimum instruction for elementary is 900 hours and for secondary is 990 hours over the 180 days. With the amendment, we have adjusted the High School and Middle School start times. The High School schedule will run from 7:34 a.m.-2:11 p.m. and the Middle School will run from 7:37 a.m.-2:20 p.m. The schedules for GWF and HPE will remain the same.

This past school year, we celebrated the amazing careers of several of our team members who retired from the Holland Patent Central School District. These dedicated individuals devoted their lives to the students, families, staff and community of the Holland Patent Central School District. We would like to express our sincerest and deepest congratulations to: Bill Bailey, Pamela Donovan, Sue Ellis, Rita Goodhines, Nedra Isenberg, Jeffrey Roberts, Christine Walker and Marsha Zomro. We thank you from the bottom of our hearts for all you have done for us!

I feel a renewed sense of excitement for the 2018-19 school year because of the energy our students, staff, parents and community bring to the district. Holland Patent CSD is what it is today because of those who live and work in our community and the students who care about their school. When a community has pride in the school district, students, faculty and staff are able to reach their fullest potential. I look forward to the work we will accomplish this year. **GO GOLDEN KNIGHTS!**

As always, thank you for your continued support.

Sincerely,  
**JASON P. EVANGELIST**  
SUPERINTENDENT OF SCHOOLS

# Notice of Compliance

## The Protection of Pupil Rights Amendment

"The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information." <http://www2.ed.gov/policy/gen/guid/fpco/hottopics/ht10-09-02a.html>.

Board of Education Policy #6131.1 <http://web2.moboces.org/policies/hollandpatent/6131.1%20PPRA%20Opt%20Out%20Letter.pdf>

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## Student Privacy Policy

Student Privacy Policy - FERPA Board of Education Policy #6130.2 <http://web2.moboces.org/policies/hollandpatent/6130.2%20FERPA%20Notice.pdf>

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## Attendance Policy

Attendance Plain Language - Board of Education Policy 6020.1 <http://web2.moboces.org/policies/hollandpatent/6020.1%20plain%20language%20student%20attendance.pdf>

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## Title VI, IX

The Holland Patent Central School District prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or other legally protected category. This policy is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975, the Americans with Disabilities Act and Title VII of the Civil Rights Act of 1964.

Inquiries concerning this policy and information about complaint procedures may be referred to Nancy Nowicki at 315-865-7200.

# Annual Notification

In accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) and the regulations of the Commissioner of Education that require an annual structural safety inspection, a copy of each report is available for review during school hours by appointment. Please contact Dennis Geer at 315-865-7213 if you wish to arrange an appointment or if you have any questions.

Safety staff from Oneida-Herkimer-Madison BOCES performed the inspections as per guidelines.

# Official Newspaper

Many district residents are unaware that the official newspaper designated by the Board of Education is the *Rome Sentinel*. Residents are reminded that this newspaper is used to release both legal and all general school information throughout the year. The *Utica Observer-Dispatch* also receives our news releases.

# Opening and Dismissal Times High School (9-12)

Period One Attendance: 7:37 a.m.; Dismissal: 2:11 p.m.

# Middle School (6-8)

Home Room Attendance: 7:40 a.m.; Dismissal: 2:20 p.m.

# Elementary Schools

Classes Start: 9:00 a.m.; Dismissal: 3:15 p.m.



## Drivers Take Notice: Fall Sports Will be Starting Soon!

Our teams will be out training on the roads. Please use caution when approaching our athletes.

Thank You.  
Holland Patent Athletic Department



# Safety



Safety is our number one priority while your child is at school. The district has taken on many initiatives to address safety district-wide. The following list outlines some of our efforts:

- School Messenger Alert System
- Staff trained in AED usage.
- Building level response guides were updated to include protocol for a wide range of emergency situations.
- Single point of entry with all other outside entrances locked. All visitors at the elementary and middle schools must get buzzed in. Cameras at entrances.
- Sign in with visitor badges.
- Cameras at the HS as well as a security monitor and school resource officer.
- Updated Code of Conduct.
- Search protocol at the HS/MS.
- Emergency protocol for substitutes.
- All staff, new staff and substitutes fingerprinted.
- District Crisis Team and procedures.
- Emergency boxes for each building with needed supplies.
- Staff training on a variety of issues.
- Walkie-talkies for staff supervising outside.
- Mutual link radios used for all school emergencies
- Coordination and communication with our fire departments to ensure maps and entry are possible.
- School Resource Officer

If you have any concerns regarding your child's safety we encourage you to meet with your building administrator to discuss issues you may have.

## New Student Registration

It is recommended that new students register before the opening day of school. Please contact the High School to register all new students on or before September 5, 2018. The office in the high school is open Monday through Friday, 8 a.m. to 3 p.m. If you have any questions, please contact the main office at 315-865-8154.

Note: If you need to register a student on or after opening day or you have questions other than registering a new student, contact the following secretary:

Elementary Schools

Karen Gorea, Holland Patent Elementary  
315-865-8151

Jennifer Blier, General William Floyd Elementary  
315-865-5721

Middle School

Christine Strzepek, 315-865-8152

High School

Regina Narbone, 315-865-8154

## BOARD OF EDUCATION 2018-2019 MEETING DATES ANNEX BOARD ROOM

- 6:30 P.M. Wednesday, September 12, 2018
- 6:30 P.M. Wednesday, September 26, 2018
- 6:30 P.M. Wednesday, October 24, 2018
- 6:30 P.M. Wednesday, November 28, 2018
- 6:30 P.M. Wednesday, December 19, 2018
- 6:30 P.M. Wednesday, January 9, 2019
- 6:30 P.M. Wednesday, January 23, 2019
- 6:30 P.M. Wednesday, February 13, 2019
- 6:30 P.M. Wednesday, March 6, 2019
- 6:30 P.M. Wednesday, March 20, 2019
- 6:30 P.M. Wednesday, April 10, 2019
- 6:30 P.M. Tuesday, April 23, 2019 - UPK Lottery Draw/  
BOCES Budget
- 6:00 P.M. Tuesday, May 7, 2019 - Budget Hearing  
*no regular meeting*
- 6:30 P.M. Tuesday, May 21, 2019 (Budget Vote Day)  
regular meeting at 6:30 p.m. (HS Library)
- 6:30 P.M. Wednesday, June 26, 2019

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# Important Fall Dates:

First Day of School  
Thursday, September 6, 2018



## ELEMENTARY SCHOOLS:

### Parent Information Night

GWJ September 4, 2018  
HPE September 5, 2018

### Picture Day

GWJ October 1, 2018  
HPE September 24, 2018

### Parent Teacher Conferences

(dismissal at 11 a.m.)  
November 2, 2018  
November 7, 2018  
November 14, 2018

### Go Home Early Drill

November 20, 2018

## MIDDLE SCHOOL:

### Sixth Grade Orientation

August 29, 2018—5:30 p.m.-7 p.m.

### Open House

September 11, 2018 – 6 p.m.

### Picture Day

October 10, 2018

Picture Retakes – November 16, 2018

### Go Home Early Drill

November 20, 2018

## HIGH SCHOOL:

### Freshman Orientation

August 30, 2018 – 6 p.m.

### Picture Day

October 9, 2018

Picture Retakes – November 16, 2018

### Open House

September 13, 2018

### Homecoming Weekend

October 12 and 13, 2018

## Middle School Bus Circle and Pick up Information

Please use the bus circle at the middle school between the hours of 7:50 a.m. and 2:00 p.m. Please make a note that the doors in the back courtyard will be locked at 8:00 a.m.

The middle school has a single point of entry after 8:00 a.m. To enter the building, you must ring the doorbell located on the first door to the left. If you plan to pick up your child at dismissal time, please do so in the back courtyard.

**Important:** If you pick your child up from school prior to dismissal, you **MUST** come in and sign them out in the main office.

When entering the middle school **EVERYONE** is required to report to the main office. These procedures are in place to ensure the safety of your children, which is our number one priority.

**NOTE:** The doors are open again from 2:30-6:00 p.m. You do not need to ring the doorbell during those times for entry.

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# Pesticide Notification

As required under New York State law for notification of herbicide application, this notice is to inform you of the following herbicide use since the Spring of the 2016.

<b>Date</b>	<b>Location</b>	<b>Product Name/EPA Reg. Number</b>
5/25/18	High School	Ranger Pro Herbicide 524-517
5/25/18	Bus Garage	Ranger Pro Herbicide 524-517
5/25/18	Holland Patent Elementary	Ranger Pro Herbicide 524-517
5/25/18	Middle School & Annex	Ranger Pro Herbicide 524-517
5/25/18	General Wm. Floyd Elem.	Ranger Pro Herbicide 524-517

School districts and BOCES are required to maintain a list of parents or guardians who wish to receive written notification 48 hours prior to a pesticide application at their child(ren)'s facility. If you wish to be included on the School District Notification List, please contact Dennis J. Geer at 315-865-7213. You will then receive advance notification of a pesticide application at your child(ren)'s facility of pesticide product covered by notification requirements.

For further information about the products being applied, including any warnings that appear on the label of the pesticide(s) that are pertinent to the protection of humans, animals or the environment, call the National Pesticides Telecommunication Network at 1-800-858-7378 or the New York State Department of Health Center for Environmental Health at 1-800-458-1158. For additional information on the District's pesticide program, contact Dennis Geer at 315-865-7213.

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## A Message From the Food Service Director

*Important Tips for a Smooth and Worry Free Lunch Room Experience*

### **Start The Year Off On The Right Foot**

- Fill out and submit a 2018-19 Free & Reduced lunch application. Applications are available in this newsletter, online at [www.hpschools.org](http://www.hpschools.org) or by calling or stopping into the school. This must be done every year regardless of what you qualified for the previous year. All benefits from the previous year will carry over for the first 30 operating days of the new school year however, failure to submit a current year application will cause your benefit status to revert back to full paid status on or about October 19. You are responsible for charges made to the lunch accounts.
- Know your child's lunch balance. You can find out what the balance is by going online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by calling 315-865-7242. When outstanding student charges accrue \$20 resulting from non payment for school meals, a letter and Policy 5032 will be forwarded by mail or email from the School Lunch Director notifying the parent/guardian of the insufficient account balance. This notification may include a repayment schedule for unpaid meal charges. Cash and checks are accepted at all schools. Credit/debit card payments must be done online at [www.myschoolbucks.com](http://www.myschoolbucks.com).
- Create an account at MySchoolBucks.com. This is an online service that will allow you to view school lunch transactions and lunch account balances. You can also set low balance email alerts as well as fund the account by using a debit or credit card. This is an important step as it will allow you to always know what your child is eating and how much money they have (or don't have) in their account.
- New Menu Items! Keep an eye out for some new menu items this year as we continue to try and find things that meet the USDA standards for school lunch yet are appetizing to the students.

### **Frequently Asked Questions About Free And Reduced Price School Meals**

Children need healthy meals to learn. Holland Patent CSD offers healthy meals every school day. Breakfast costs \$1.00; lunch costs \$2.40. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.25 for breakfast and \$0.25 for lunch. This packet includes an application for free or reduced price meal benefits, and a set of detailed instructions. On the next few pages are some common questions and answers to help you with the application process.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

- All children in households receiving benefits from [NYS SNAP], [the Food Distribution Program on Indian Reservations (FDPIR)] or [NYS TANF], are eligible for free meals.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school’s Head Start program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.
- Children may receive free or reduced price meals if your household’s income is within the limits on the Federal Income Eligibility Guidelines. Your children may qualify for free or reduced price meals if your household income falls at or below the limits listed on the chart below.

**FEDERAL INCOME CHART**

Effective For School Year July 1, 2018- June 30, 2019

Household size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each additional person:	\$7,992	\$666	\$333	\$308	\$154

2. HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven’t been told your children will get free meals, please call or e-mail Nicole Rasmussen, LCSW, Holland Patent CSD at 315-865-8151 x4109 or nrasmussen@hpschools.org
3. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Cliff Casab, Food Service Director, 9601 Main Street, Holland Patent, NY 13354.
4. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE ALREADY APPROVED FOR FREE MEALS? No, but please read the letter you got carefully and follow the instructions. If any children in your household were missing from your eligibility notification, contact Cliff Casab at 315-865-7242 or ccasab@hpschools.org immediately.
5. MY CHILD’S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT A NEW ONE? Yes. Your child’s application is only good for that school year and for the first few days of this school year, through 10/20/2017. You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. I GET WIC. CAN MY CHILDREN GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please send in an application.
7. WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof of the household income you report.
8. IF I DON’T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

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9. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: Jason Evangelist, Superintendent of Schools, 9601 Main Street, Holland Patent, NY 13354.
  10. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You, your children, or other household members do not have to be U.S. citizens to apply for free or reduced price meals.
  11. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1,000 each month, but you missed some work last month and only made \$900, put down that you made \$1,000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
  12. WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
  13. WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
  14. WHAT IF THERE ISN'T ENOUGH SPACE ON THE APPLICATION FOR MY FAMILY? List any additional household members on a separate piece of paper, and attach it to your application. Contact Cliff Casab, 9601 Main Street, Holland Patent, NY 13354, 315-865-7242 or [ccasab@hpschools.org](mailto:ccasab@hpschools.org) to receive a second application.
  15. MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for other assistance benefits, contact your local assistance office or call 1-800-342-3009.

*If you have other questions or need help, call 315-865-7242.*

**Cliff Casab**

Food Service Director | Holland Patent Central School District  
[ccasab@hpschools.org](mailto:ccasab@hpschools.org)  
315-865-7242



Date Withdrew \_\_\_\_\_

Attachment Va F R D \_\_\_\_\_

**2018-2019 Application for Free and Reduced Price School Meals/Milk**

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call 315-865-7242 if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:**  
**Holland Patent School Lunch**  
**9601 Main Street**  
**Holland Patent, NY 13354**

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

**All Household Members (including yourself and all children that have income).**

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

\*Last Four Digits of Social Security Number: XXX-XX-\_\_ \_\_ \_\_ \_\_

I do not have a SS#

\*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Island  White

**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY**

**Annual Income Conversion (Only convert when multiple income frequencies are reported on application)**  
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_

Free Meals  Reduced Price Meals  Denied/Paid

Signature of Reviewing Official \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

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## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return it to Holland Patent School Lunch, 9601 Main Street, Holland Patent, NY 13354.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school for help: 315-865-7242. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay of your application.

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

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

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### **PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.**

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you do not have a SNAP case number, TANF or FDPIR number.

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### **PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all of your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it comes from. If the current income was more or less than usual, write that person's usual income. **often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** If you receive any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such child care, the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household. Do not include members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

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

### **USE OF INFORMATION STATEMENT**

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to provide this information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for your child. We may also share your information with auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### **DISCRIMINATION COMPLAINTS**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, or participating contractors or authorized agents, are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for participating in or administering USDA programs or activities conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the nearest USDA office (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_form), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_form](http://www.ascr.usda.gov/complaint_form) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 1-877-686-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

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# HOLLAND PATENT CENTRAL SCHOOL DISTRICT

## SUMMARY – CODE OF CONDUCT

### STUDENT RIGHTS AND RESPONSIBILITIES

#### A. 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 a persons actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm;
2. Present their version of the relevant events 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.
4. In order to provide and maintain a safe environment for learning, the district has established guidelines authorizing student search and seizure. Specific rules for such searches must be followed by district administration.
5. Students have no reasonable expectation of privacy rights in school lockers, desks or other school storage places.
6. Trained canines or related technologies may be utilized by the district when necessary to ensure a safe learning environment.
7. Police may only search a student or locker in the presence of an administrator and must have a valid warrant or have 'probable cause.'

#### B. Student Responsibilities

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, 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 teachers, administrators and other school personnel in a respectful, positive manner.
6. Control their anger.
7. Ask questions when they do not understand.
8. Learn in an environment free of discrimination, bullying and harassment based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.
9. Participate equally in all school activities regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender or sex.
10. Seek help in solving problems that might lead to discipline.
11. Dress appropriately for school and school functions.
12. Accept responsibility for their actions.
13. 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.

14. Access to educational and extracurricular activities on an equal basis, without regard to a persons actual or perceived race, color, creed, religion, national origin, weight, ethnic group, gender, gender orientation, or physical or mental ability including conduct that reasonably causes or would reasonably be expected to cause emotional harm: learn in an environment free of discrimination, harassment and bullying based on actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex or any other reasons or reasonably causes or would reasonably be expected to cause physical injury to a student or to cause a student to fear for their physical safety;

Have complaints about school-related incidents that occur on school property or at school function, as well as to acts occurring off school property when those create or would foreseeably create a risk of substantial disruption within the school environment, and it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property investigated and responded to.

#### STUDENT DRESS CODE

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other district personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students

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# HOLLAND PATENT CENTRAL SCHOOL DISTRICT

## SUMMARY – CODE OF CONDUCT

to attend school in appropriate dress that meets health and safety standards and does not interfere with the learning process. The Board also requires students to wear appropriate protective gear in certain classes (including, but not limited to: Home & Careers, Technology, Physical Education, Science). In addition, the Board prohibits attire bearing an expression or insignia that is obscene or libelous, or which advocates racial, religious, or gender prejudice. The Superintendent of Schools and other designated administrative personnel shall have the authority to require a student to change his/her attire should it, in their opinion, be deemed inappropriate according to the above guidelines. Administrators may discipline students if their dress or grooming endangers their own or others' physical health and safety, or if the dress or grooming is so distracting that it interferes with the learning process. Clothing that is or that bears messages that are lewd, vulgar, obscene, or sexually provocative, as well as clothing bearing messages advocating illegal activities, including drug or alcohol use, is likely to distract students from learning and is therefore forbidden.

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.

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 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.

### **PROHIBITED STUDENT CONDUCT**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, district personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

### **A. Engage in conduct that is disorderly.**

Examples of disorderly conduct include:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language or gestures that is profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act that disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.

7. Computer/electronic communications misuse, including any unauthorized use of computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the district's acceptable use policy.

### **B. Engage in conduct that is insubordinate.**

Examples of insubordinate conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission, failing to follow sign-in/sign-out procedures.
3. Skipping detention.

### **C. Engage in conduct that is disruptive.**

Examples of disruptive conduct include:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

### **D. Engage in conduct that is violent.**

Examples of violent conduct include:

1. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon a teacher, administrator or other school employee or attempting to do so.
2. Committing an act of violence (such as hitting, kicking, punching, or scratching) upon another student or any other person lawfully on school property or attempting to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.

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# HOLLAND PATENT CENTRAL SCHOOL DISTRICT

## SUMMARY – CODE OF CONDUCT

6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
7. Intentionally damaging or destroying school district property.

### **E. Engage in any conduct that endangers the safety, morals, health or welfare of others.**

Examples of such conduct include:

1. Lying to school personnel.
2. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
3. 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 demeaning them.
4. Discrimination, which includes the use of race, color, creed, national origin, religion, gender, sexual orientation or disability as a basis for treating another in a negative manner.
5. Harassment and bullying which includes a sufficiently severe action or persistent pervasive pattern of actions or statements directed at an identifiable individual or group, which are intended to be, or which a reasonable person would perceive as ridiculing or demeaning.
6. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
7. Hazing, which includes 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.
8. Selling, using or possessing obscene material.
9. Using vulgar or abusive language, cursing or swearing.

10. Using, possessing or distributing tobacco products including cigarettes, e-cigarettes, cigars, pipes or chewing or smokeless tobacco or any other paraphernalia which can be used to inhale or ingest nicotine or any other drug.
11. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
12. Inappropriately using or sharing of prescription and over-the-counter drugs.
13. Gambling.
14. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner.
15. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

### **F. Engage in misconduct while on a school bus.**

It is crucial for students to behave appropriately while riding on district buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

### **G. Engage in any form of academic misconduct.**

Examples of academic misconduct include:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

### **REPORTING VIOLATIONS**

All students are expected to promptly report violations of the code of conduct to a teacher, guidance counselor, the Building Principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function shall report this information immediately to a teacher, the Principal, the Principal's designee or the Superintendent of Schools.

Reports can be submitted by the student meeting with the Dignity Act Coordinators and Principals, submitting a written complaint to them or an email. Reporting forms are available on the website under the "Help for Student" link.

**Students, Parents and others** shall report students who are having problems or appear to be having problems regarding matters covered in the Code of Conduct to the building administrator.

### **Teachers and Pupil Service Personnel**

shall report orally to their principal, the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later; and file a written report not later than two (2) school days after the initial oral report.

**Principals** shall report to the Superintendent, or designee any incident of harassment, bullying and/or discrimination that they witness or that is reported to them, not more than one day later.

The **Superintendent** shall process in a timely manner all reports of harassment, bullying and/or discrimination, including insuring that an appropriate investigation is conducted and appropriate reports are made to law enforcement.

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# HOLLAND PATENT CENTRAL SCHOOL DISTRICT

## SUMMARY – CODE OF CONDUCT

### **DISCIPLINARY PENALTIES, PROCEDURES AND REFERRALS**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline. Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education and discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **HARASSMENT AND DISCRIMINATION IS PROHIBITED AT SCHOOL**

You should never feel that it is not safe to come to school and participate in all school activities. You should never be prevented from concentrating on your schoolwork because another student or a school staff member is teasing you, making fun of you, pushing you around, or threatening you in some way, because of your race, color, weight, national origin (where your family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender or sex, or for any other reason.

A student may not act toward another student in a way that reasonably might make that other student feel threatened

or unsafe, or that might reasonably make that other student unable to concentrate on their schoolwork because of the other student's race, color, weight, national origin (where their family comes from), ethnic group, religion, religious practices, disability, sexual orientation, gender, or sex, or any other reason. It is against school rules for any student or school staff member to do this by physical actions or by verbal statements, including electronic messages. This kind of conduct is prohibited on school property, on school buses, and at all school-sponsored events.

### **RESPONDING TO REPORTS OF POSSIBLE HARASSMENT OR DISCRIMINATION**

In addition to the procedures described below for removal of disruptive students and possible suspension from attendance, the District provides a procedure for responding to reports of possible discrimination, bullying or harassment against students by another student, an employee, or any other person on school property or at a school function. The process is described in the District's Equal Opportunity and Nondiscrimination Policy.

Responses to acts of harassment, bullying and /or discrimination against students by students shall use measured, balanced, and age-appropriate remedies and procedures, with the goals of prevention and education, as well as intervention and discipline. We will consider the nature and severity of the conduct, the developmental age of the student engaging in the conduct, the actor's prior disciplinary record, and the impact of the conduct on the student whom it was directed.

The District has also designated a Dignity Act Coordinator for each school. Those coordinators are:

Russell Stevener, Principal, Holland Patent High School, 315-865-8154  
Lisa Gentile Principal, Holland Patent Middle School, 315-865-8152  
Andrew Massoud, Dean of Students, Holland Patent Middle School, 315-865-8152

Kristin Casab, Principal, Gen. Wm. Floyd Elementary School, 315-865-5721  
James DeAngelo, Principal, Holland Patent Elementary, 315-865-8151  
Mary Beth Piejko Pupil Personnel & CSE Chairperson, 315-865-4148

The Dignity Act Coordinators are trained in methods to respond to human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practices, disability, sexual orientation, gender, and sex. They are available to speak with any person who has witnessed possible discrimination or harassment, or if that person has experienced treatment that may be prohibited discrimination, bullying or harassment.

### **A. Penalties**

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

1. Oral warning – any member of the district staff
2. Written warning – bus drivers, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
3. Written notification to parent – bus driver, hall and lunch monitors, coaches, guidance counselors, teachers, Principal, Superintendent
4. Detention – teachers, Principal, Superintendent
5. Restitution for property damage – Principal, Superintendent
6. Work detail – Principal, Superintendent
7. Suspension from transportation – Director of Transportation, Principal, Superintendent
8. Suspension from athletic participation – coaches, Athletic Director, Principal, Superintendent

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# HOLLAND PATENT CENTRAL SCHOOL DISTRICT

## SUMMARY – CODE OF CONDUCT

9. Suspension from social or extracurricular activities – activity director, Principal, Superintendent
  10. Suspension of other privileges – Principal, Superintendent
  11. In-school suspension – Principal, Superintendent
  12. Removal from classroom by teacher – teachers, Principal
  13. Short-term (five days or less) suspension from school – Principal, Superintendent, Board
  14. Long-term (more than five days) suspension from school – Superintendent, Board
  15. Permanent suspension from school – Superintendent, Board.
- maintain public order and prevent abuse of the rights of others.  
All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, bully, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulation, or other restrictions on vehicles.
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.

10. Use tobacco products on school property or at a school function.
11. Possess or use weapons in, on school property, or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
12. Loiter on or about school property.
13. Gamble on school property or at school functions.
14. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
15. Willfully incite others to commit any of the acts prohibited by this code.
16. Violate any federal or state statute, local ordinance or Board policy while on school property or while at a school function.

### B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.

### VISITORS TO THE SCHOOLS

The Board encourages parents and other district citizens to visit the district's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The Principal or his or her designee is responsible for all persons in the building and on the grounds.

### PUBLIC CONDUCT ON SCHOOL PROPERTY

The district is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The district recognizes that free inquiry and free expression are indispensable to the objectives of the district. The purpose of this code is to

# TRANSPORTATION SAFETY TIPS

The 2018-2019 school year will soon be upon us. Our drivers and monitors are committed to putting the safety and needs of our students first. Please take a few moments to read over, and review these safety tips with your student prior to the first day of school. Your child will also receive 3 state mandated bus safety drills during the school year. The first drill will held within the first seven days of school. This drill is used to emphasize the importance of school bus safety, and set the tone for the upcoming school year.

1. **Be on time** at the bus stop, students should be at the bus stop **five minutes** before the scheduled pick-up time. By the end of the first week of school all buses should be on schedule arriving within five minutes of the same time daily, barring unexpected delays or emergencies. Parents or guardian are responsible for the conduct and safety of their children before the school bus arrives and after it departs. Ultimate responsibility for making sure someone is at home or at the bus stop during drop-off, rests with the guardian. Although we will do our best to work with you.
2. **Students should wear** the proper attire for the weather conditions forecast for the day. We encourage students to wear bright colored clothing so they are clearly visible to bus drivers and other motorists on the road.
3. **While waiting** at the bus stop stand back at least **15 feet** from the road and do not approach the bus until it comes to a complete stop and the driver signals the student.
4. **When exiting the bus**, stop at the bottom step and look in both directions before exiting. Then proceed immediately to a location that is away from the bus. **Do not stop to check the mail**, or retrieve any items you may have dropped.
5. **If crossing a road** make eye contact with the driver and wait for the driver's signal. Look both ways and then cross the road at least **10 feet** in front of the bus. Students are educated in "I see you (the driver), you see me." This ensures that the driver and student are both in visual contact with each other while students are crossing the road in front of the bus.

6. **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 bus, which are potentially dangerous or distracting to passengers or the driver on the bus. (Absolutely no glass containers)
7. Get on the bus quickly, using the handrails, in an orderly fashion and be seated at once. Remain seated anytime the bus is in motion.
8. **Listen carefully** to any directions issued by the bus personnel. Students are expected to behave and follow the district's code of conduct while on the bus. Misbehavior could result in disciplinary action, which may include suspension of bus riding privileges.
9. **For their own safety** students are not allowed to drink or eat on the bus.
10. **As a parent or motorist be sure to remember:**
  - a. **Yellow Lights** mean the bus is going to stop. **Slow down!**
  - b. **Red Lights** mean students are getting on or off the bus. **STOP!** This is the time when students are relying on you as motorist to do the right thing and **STOP**. This will help ensure everyone's safety.
  - c. **CAUTION:** Passing a bus that has its **Red Lights Flashing** on school grounds can result in the same violation as if you passed a stopped bus on the highway, and more importantly could result in serious injury, since the red lights indicate students are in the general area, either boarding or getting off the bus.
  - d. **Student Drop-off and Pick-up:** If you have a need to do either, do not use the bus loading and unloading zones during the times when buses are present. All our buildings have other entrances that can be used outside of the bus zones.
  - e. **Temporary Bus Changes:** If you have a temporary need for your child to ride a bus to a different location other than the student's regular drop-off, you should send a note, or call the office of the school your child attends with the pertinent information. Be

sure to provide a house # and road name along with any other necessary information. If for some reason you have a need for a last minute change for drop-off or pick-up you may call the bus garage and we will try to accommodate. Arrangements for temporary pick-up and drop-offs will only be accommodated on existing routes.

- f. **Misplaced Child: Don't Panic!** Call the bus garage. Our buses are 2-Way radio equipped. Therefore, if there is a problem we usually can take care of it in a short amount of time.
- g. **Help-Us:** Like everyone else, our cost of providing transportation has increased over the years. By making sure our buses are not putting on unnecessary miles, or making unneeded stops, we can reduce many of these costs. In order to help us conserve and reduce cost please assist us by doing the following:
  1. Let us know in a timely fashion if you child will be riding or not on a given day, so the bus only stops at your house when needed.
  2. Be waiting at the bus stop when the bus arrives so the bus doesn't have to sit idling, waiting for you.
  3. If a bus goes both ways on your road you should catch the bus on the same side of the road as your house. This eliminates crossing, enhances safety and also precludes the bus having to stop on it's way back past your house for a second time

Should you have any questions about your child's transportation, please feel free to contact us at 315-865-4103. We look forward to working with you for another year of continued school bus safety, and appreciate your cooperation.

Thank You,

**Christopher Roberts**  
*Transportation Supervisor*



## 2018-19 School Year New York State Immunization Requirements for School Entrance/Attendance<sup>1</sup>

**NOTES:**

Children in a prekindergarten setting should be age-appropriately immunized. The number of doses depends on the schedule recommended by the Advisory Committee on Immunization Practices (ACIP). For grades pre-k through 10, intervals between doses of vaccine should be in accordance with the ACIP-recommended immunization schedule for persons 0 through 18 years of age. (Exception: intervals between doses of polio vaccine DO NOT need to be reviewed for grades 5, 11 and 12.) Doses received before the minimum age or intervals are not valid and do not count toward the number of doses listed below. Intervals between doses of vaccine DO NOT need to be reviewed for grades 11 and 12. See footnotes for specific information for each vaccine. Children who are enrolling in grade-less classes should meet the immunization requirements of the grades for which they are age equivalent.

**Dose requirements MUST be read with the footnotes of this schedule.**

Vaccines	Prekindergarten (Day Care, Head Start, Nursery or Pre-k)	Kindergarten and Grades 1, 2, 3 and 4	Grade 5	Grades 6, 7, 8, 9 and 10	Grades 11 and 12
Diphtheria and Tetanus toxoid-containing vaccine and Pertussis vaccine (DTaP/DTP/Tdap/Td) <sup>2</sup>	4 doses	5 doses or 4 doses if the 4th dose was received at 4 years or older or 3 doses if 7 years or older and the series was started at 1 year or older		3 doses	
Tetanus and Diphtheria toxoid-containing vaccine and Pertussis vaccine booster (Tdap) <sup>3</sup>	Not applicable			1 dose	
Polio vaccine (IPV/OPV) <sup>4</sup>	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses	4 doses or 3 doses if the 3rd dose was received at 4 years or older	3 doses
Measles, Mumps and Rubella vaccine (MMR) <sup>5</sup>	1 dose	2 doses			
Hepatitis B vaccine <sup>6</sup>	3 doses	3 doses or 2 doses of adult hepatitis B vaccine (Recombivax) for children who received the doses at least 4 months apart between the ages of 11 through 15 years			
Varicella (Chickenpox) vaccine <sup>7</sup>	1 dose	2 doses	1 dose	2 doses	1 dose
Meningococcal conjugate vaccine (MenACWY) <sup>8</sup>	Not applicable			Grades 7, 8 and 9: 1 dose	Grade 12: 2 doses or 1 dose if the dose was received at 16 years or older
Haemophilus influenzae type b conjugate vaccine (Hib) <sup>9</sup>	1 to 4 doses	Not applicable			
Pneumococcal Conjugate vaccine (PCV) <sup>10</sup>	1 to 4 doses	Not applicable			



## Fall Sports 2018

### Important Dates & Information

In preparation for this year's sports seasons, Holland Patent would like to inform you of the following dates and information.

#### Requirements for Sports Eligibility:

**Before Tryouts:** Updated Sports Physical must be submitted to the nurse's office or uploaded in Family ID.

**First Day of Tryouts:** Bring your signed "Parent Consent", "Emergency Contact" and "Code of Conduct" cards OR register for the sport through Family ID.

**In Season:** Maintain Academic Eligibility, School Attendance and P.E. Participation.

#### Health and Safety:

**Be Prepared:** Bring water, sunscreen, snacks, towel, sneakers or cleats, socks and sports specific equipment such as shin guards, pads, mouth guard, etc. Wear weather appropriate clothing and listen to your body when you feel exhausted.

**Drivers:** Be aware of the teams practicing and student athletes walking on campus. Please adhere to driving laws.

#### Dates to Consider:

October 13: Homecoming – Purple and Gold Weekend.

#### Sports Schedule:

Holland Patent sports schedules can be located on the following website:

[www.centerstateconference.org](http://www.centerstateconference.org).

To receive immediate notifications of games, changes, cancellations and reschedules; sign up for the APP. The APP is located on the site; right hand menu and follow the prompts to set an account!

## Local Students Receive Awards

Five Holland Patent Central School students and one teacher received awards on June 11, 2018, for competing in contests sponsored by the Stittville Auxillary to Veterans of Foreign Wars of the United States of America.

Four students entered the Patriot's Pen contest. Danielle M. Pilatzke was awarded first place at the local level and also the district level. Isabella J. Stalker, Gracie Allison Lusby and Briana Marie Catherine Byers also received awards locally. Entries were judged on understanding development and presentation of "America's Gift To My Generation."

Jaden Merrill was awarded first place in the Young American Patriotic Art contest at the local level, and went on to compete at the district level. Entries are judged on originality, presentation and patriotism expressed.

Mrs. Anne Farley, a Middle School teacher received the Smart/Maher Teacher Award locally for grades K-5, and went on to district level. She was also nominated for grades 6-8. Mrs. Farley was judged by a panel of five on citizenship relating to community involvement, resource development and her passion. This award recognizes teachers for promoting citizenship education. Congratulations to all on a job well done!



*Left to Right: Isabella Stalker, Danielle Pilatzke, Briana Byers, Anne Farley and Jaden Merrill.*

*Absent from photo: Gracie Luby*

# Spring Sport Highlights

## Baseball

The baseball team played through the second round of sectionals. They placed second in CSC Division I with a record of 11-3; overall record of 13-5.

## Softball

The softball team placed second in the CSC Division I with a 9-3 record; overall record of 13-5.

## Lacrosse

Boys' lacrosse finished their season in the TVL with a record of 1-8; overall record of 3-13.

## Boys' Golf

Boys' golf improved throughout the season and completed the CSC with a record of 7-3; overall record of 7-3. Richard Zielenski also competed in the state tournament.

## Boys' Track and Field

Boys' track and field took fourth place in the CSC with a record of 2-4; overall record of 2-4. Eddie Callahan qualified to compete in the state tournament.

## Boys' Tennis

Boys' tennis placed second in the CSC east league with a record of 6-3; overall record of 8-3.

## Girls' Golf

Girls' golf finished the TVL league with a 5 – 11 record; overall record of 5-11.

## Girls' Track and Field

Girls' track and field placed third in the League with 1-1; overall record of 3-1.

# Graduation 2018





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 MS. LISA GENTILE

**HOLLAND PATENT HIGH**  
 MR. RUSSELL E. STEVENER, JR.

## FamilyID

Dear Parents and Guardians:

We are excited to announce that Holland Patent Athletics is implementing an electronic registration and sign-up method for sport teams. This is a platform that is user friendly as well as secure and will retain information and forms needed for participation in athletics.

The link to FamilyID will be accessible on the Holland Patent homepage. To create an account and register or sign up for sports, please follow the directions below:

### Instructions to Register and Sign-up:

1. Go to: [www.hpschools.org](http://www.hpschools.org)
2. Click the **FamilyID** link.
3. **Create an account** using a **valid email** and **password** of your choice
4. You will then receive a link in your email to begin registration. Click on the **activation** link in your email.
5. Click on "Find a Program" and search for **Holland Patent, NY**.
6. Click on the program you would like to submit "Intent to Play" or "Register". (See definitions below.)
7. You will input Parent information and Student information. ("Participant" is the Student)
8. Always **SAVE**.
9. You will see a **confirmation** page and you are registered.

### Please note:

"Intent to Play" is pre-registration sport sign-ups. This is the same as the sign-up sheets posted in the main office at the Middle School and High School. This is accessible when there is more than 30 days prior to the start date of the sport.

"Sport Registration" is when all information regarding sport forms (permission, medical, code of conduct, physical) are accessible to be completed online for sport registration. This is open 30 days or less of the start date of the sport.

If you do not have internet access, you can use a computer located at the High School main office. For additional support, please refer to the athletic website for further instruction and/or contact Tamara Barbour at Holland Patent High School.

As we have always done, hard copies of athletic forms and sign-ups are still available in the Middle School and High School main office.

Sincerely,  
 Tamara Barbour  
 Athletic Director/High School Assistant Principal

