



# Hamilton

CENTRAL SCHOOL DISTRICT

Cecilia Moore - Grade 1

# 2023-2024

## District Calendar & Handbook



# Hamilton Central School

47 W. Kendrick Avenue • Hamilton, NY 13346  
315-824-6300 • Fax: 315-824-6314

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

## Central Office Staff:

Mr. William Dowsland *Superintendent of Schools* . . . . . 315-824-6310  
Ms. Jodi Shantal, *Secretary to the Superintendent, District Clerk*  
Mr. Matthew Crumb, *Business Manager* . . . . . 315-824-6372  
Ms. Deborah Welsh, *District Treasurer* . . . . . 315-824-6370  
Ms. Debra Kirley, *Tax Collector* . . . . . 315-824-6315  
Mr. Christopher Rogers, *Director of Data, Assessment, Accountability  
and Technology* . . . . . 315-824-6388  
Mr. Kevin Ellis, *Director of Pupil Personnel Services* . . . 315-824-6350  
Ms. Lynda O'Keeffe,  
*Administrative Asst. to the Director of Pupil Personnel Services*

Ms. Heather Vergara, *Receptionist/Attendance* . . . . . 315-824-6300  
Ms. Jennifer Inman, *Administrative Asst. to the  
Counseling Department* . . . . . 315-824-6327

## Building Principals/Assistants:

Ms. Heather Thomas, *Elementary* . . . . . 315-824-6330  
Mrs. Shannon Newkirk, *Elementary Administrative Assistant  
& Claims Auditor*  
Mr. Mark Arquiett, *Secondary* . . . . . 315-824-6320  
Ms. Deborah Reese, *Secondary Administrative Assistant*

## Board of Education:

Mrs. Michelle Jacobsen, *President* • Ms. Jennifer Jones, *Vice President*  
Mr. Sung Choe • Dr. G. Cory Duclos • Mrs. Amanda Phillips  
Email address: [boe@hamiltoncentral.org](mailto:boe@hamiltoncentral.org)

## Board of Education Meeting Schedule:

Meetings will be held at 6:00 p.m. (unless otherwise noted) in the **Large Group Instruction Room**. The LGI is located at the south side of the high school on the 1st floor and held on the following days:

**July 11 • August 22 • September 21 • October 12 • November 16  
December 14 • January 11 • February 8 • March 14 • April 16  
May 14 • May 21 • June 13**

**Meetings will be in-person meeting and will continue to be held virtually, as well.**

**NOTE:** The information provided in the school calendar is based on the best information available at the time of publication. Information, dates and times are subject to change. Consult your child's school office or the district's website, [www.hamiltoncentral.org](http://www.hamiltoncentral.org), for the most up-to-date information.

## District Information

### Public Notice of Free/Reduced Lunch Program:

In accordance with the National School Lunch Act governing schools participating in the National Lunch Program, Hamilton Central School District will provide free/reduced lunches for students from qualified families. It is required that such notice be sent out to all families of school children in the district.

Applications forms for free/reduced lunches will be in the September newsletter that will be mailed to all families with school children in the district. The forms are also available at the elementary and high school offices. Qualified families must apply each year for free/reduced lunches even if they have participated during the previous school year. Forms should be returned to Ms. Andrea Cass as soon as possible. Forms will be made available to students new to the district at the time of registration.

### Textbooks, Library Books:

Textbooks and library books are provided for pupils in accordance with New York State Education Law. These books remain the property of the school district and they are loaned to pupils with the understanding that pupils are responsible for the reasonable care and safe return of any texts or library books they borrow. Lost or damaged books will be paid for by the students to whom they were loaned.

### Early School Closing:

If it should be necessary to close school before the usual time, it is important for your child to know what to do. This is especially important if both parents work and there is no one to look after your child if there is an early dismissal. Please discuss this possibility with your child. All after-school activities are canceled when school is dismissed early.

### Snow Days:

In the event of inclement weather or mechanical breakdown, school may be closed or delayed. Notice of such changes shall be carried over the radio, television and our Global Connect phone call system.

**Be sure that your contact information is current with the District.**

### Notification of Teacher Qualifications:

In accordance with the No Child Left Behind Act, parents are entitled to information regarding the professional qualification of their child's classroom teacher. You may receive information by contacting the secondary and elementary offices. The information will include:

- whether the teacher has met NYS certification requirements for the grade levels and subject areas in which he/she provides instruction;
- whether the teacher is teaching under emergency or other provisional conditions by which NYS certification requirements have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- whether the child is provided services by teacher assistants and, if so, their qualifications.

### Attendance Policy:

Regular attendance is essential to school achievement. The law requires that all children in NYS between the ages of 6 and 16 years of age receive full-time instruction in public, private or parochial school.

- Legal excuses for absence are: sickness of pupil; sickness or death in family; impassable roads or weather making travel unsafe; religious observance; quarantine; court appearance; in-house music lesson; remedial health treatment; or attendance at organized health clinics.
- Examples of Illegal absences include: vacation, shopping, babysitting, hunting, work, oversleeping, missing the bus, or road tests. Students who are illegally absent may be required to make-up the class time. Also, in the event of an illegal absence a student's grade may be affected as a result of missed or late assignments, projects, class participation or tests. Teachers are not responsible for providing make-up work or instruction for illegal absences.
- A written excuse is required by State Education Law each time a child is absent or tardy. This excuse should be sent with the child when he/she returns to school or on the day of tardiness. The note, signed by the parent or guardian, should be clear as to the reason and contain the date(s) and time(s) of absence or tardiness.
- If your child is going to be absent, please call the Attendance Office (315-824-6301/6302). This allows school personnel to know that the child is safely at home and that the parent is aware of the absence.

### Dignity for All Students Act:

The Dignity for All Students act, or DASA, was enacted by the New York State Assembly and went into effect in 2012. It protects students in New York public schools from harassment, discrimination and bullying by other students or school employees. It provided that no student shall be subjected to discrimination based on his or her actual or perceived race, color, national origin, ethnic group, religion, religious practice, disability, weight, sexual orientation, sexual identity, or sex. DASA was amended in July 2013 to include Cyberbullying, which is defined as harassment or bullying by any form of electronic communication, and includes incidents occurring off school property that create, or would foreseeably create, a risk of substantial disruption within the school environment. DASA explicitly states that bullying, taunting, and intimidation on these protected grounds are all forms of harassment.

Dignity Act Coordinators: **Mr. Christopher Rogers** as the District-wide and **Mr. Kevin Ellis, Mr. Mark Arquiett** and **Ms. Heather Thomas** as the Building-wide DASA Coordinators.

### FERPA: Access to Student Records:

Release of Student Directory Information: This notice is to inform parents or eligible students of their right to refuse the release of student directory information and indicates a time period for their response. Following such public notice and a reasonable response period, the District may release such information to an outside group without individual consent. The Family Education Rights and Privacy Act (FERPA) defines student directory information as the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (if members of athletic teams), degrees and awards

received, and the name of the educational agency or institution previously attended by the student. If any parent would like to request such directory information NOT be released for the child, such request shall be filed, in writing, with the principal of the school having the record with a copy sent to the Superintendent.

#### ***Consent for Use of Photographs/Videos:***

Throughout the school year, photographs or videos may be taken of students for use in district-produced publications, websites and Facebook or by the news media. If you **DO NOT** wish your child to be photographed or videoed, please indicate this, in writing, to the principal of the school having the record with a copy sent to the Superintendent.

#### ***Asbestos Management Plan:***

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) of 1987, Hamilton Central School District's facilities have been inspected and response actions are planned to ensure a continued safe environment for our students and employees. Copies of the district's asbestos inspection report may be inspected during normal office hours in the Business Office by prior appointment. Please contact the Business Office at **315-824-6372**.

#### ***Pesticide Notification:***

New York State law requires that schools and BOCES maintain a list of staff and parents who wish to receive written notice 48 hours prior to a pesticide application at our facility. If you wish to be included on the School District Notification List, please contact the Business Office at **315-824-6372**. You will then receive advance notification of an application of a pesticide product covered by notification requirements, except in the event of an emergency application in response to a threat to public health.

#### ***Fire Inspection Report Policy:***

Notice is hereby given that the annual inspection for 2023 of structures within the Hamilton Central School District for fire hazards which might endanger the lives of students, teachers, and employees therein has been completed.

Structures inspected include all buildings owned by the district. The report is available for review by all interested persons at the District Office.

#### ***Use of School Facilities:***

Organizations who hope to use the facilities of the school district may obtain a Building Use Form from the main office. Depending on the nature of activity, a certificate of insurance may be required. A cleaner must be on duty when the facilities are used. Groups may be charged a fee for the use, depending on the date, time and nature of the event. Please make plans and application well in advance of the date your group may wish to use the facilities.

The building is not available for use on holidays, snow days, Sundays or other special days.

#### ***Code of Conduct:***

The Hamilton Central School District is committed to providing a safe and orderly learning environment in which students may receive quality educational services without disruption or interference. Responsible behavior by students, teachers, personnel, parents and other visitors is essential to achieving this goal.

The Board of Education has adopted a district Code of Conduct. The code applies to all students, school personnel, parents and other visitors when on Hamilton Central School District property or attending a school's function. The Code of Conduct policy can be found on our website at:

[www.hamiltoncentral.org](http://www.hamiltoncentral.org) as well as all other required annual policies.

#### ***Release of Student Information to Military Recruiters:***

Pursuant to the federal No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of our high school students. However, the district must also notify parents of their rights and the rights of their children to request, in writing, that the district NOT release such information if it is requested.

Parents, or students who are at least 18 years old, wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning, must submit their request, in writing, to the secondary principal's office.

#### ***Homeless Students Policy:***

As required by Every Student Succeeds Act, all districts have responsibilities to homeless students in the district. In order to serve these students, each district must appoint a liaison for homeless children that currently resident within the district. The liaison for Hamilton Central School District is the Director of Pupil Personnel Services.

#### ***Title I Program – Notice to Parents of Right to Receive Information Regarding Professional Qualifications of Title I Teachers:***

Per Title I parental notification requirements, parents have the right to receive, upon request to the District, certain information as authorized by federal law regarding the professional qualifications of the child's classroom teachers. Upon the District's receipt of the request, in a timely manner, the following information will be provided.

Whether the teacher has met New York State Education Department qualifications and licensing criteria for the grade levels and subject areas he/she teaches.

Whether the teacher is teaching under emergency or other provisional status through which New York State Education Department qualifications or licensing criteria have been waived due to special circumstances.

The teacher's college major (undergraduate level); whether the teacher has any graduate certifications or degrees and, if so, the field of discipline of the certification or degree.

Whether your child is provided services by any teaching assistants and, if so, their qualifications.

#### ***Title IX:***

Hamilton Central School District does not discriminate on the basis of sex in the education programs or activities which it operates and it is required by Title IX of the Education Amendments of 1972 not to discriminate in such manner. This policy of non-discrimination includes the following areas: recruitment and appointment of employees, employment pay and benefits, counseling services for students, access by students to educational programs, course offerings and student activities.

#### ***Privacy – Parents Bill of Rights for Data Privacy and Security:***

As part of the Common Core Implementation Reform Act of 2014, New York State Government enacted a new requirement for school districts to publish and supplement a "Parents Bill of Rights for Data Privacy and Security." This bill of rights is a part of an overall strategy designed to prevent, and address the consequences of, an inadvertent release of personal information about students, as well as teachers and administrators.

Specifically, the new law created Section 2-d of New York's Education Law entitled "Unauthorized Release of Personally Identifiable Information." The information intended to be protected include: 1) Student data, which means personally identifiable information from student records held by or created by a district, and 2) Teacher or principal data, which means personally identifiable information from a district's records relating to the annual professional performance reviews (APPR) of classroom teachers or principals that is confidential and not subject to release by law.

#### ***Child Abuse Hotline Telephone Number and Directions***

School districts are required to post the toll-free telephone number; **1-800-342-3720**, operated by the New York State Office of Children and Family Services (OCFS) to receive reports of child abuse or neglect, and directions can be found at <http://ocfs.ny.gov/main/cps>

#### ***Tax Bill Information***

Available to the public – Info-Tax Look Up. If you need tax info for the past year and current tax info, you can now go to [www.infotaxonline.com](http://www.infotaxonline.com). Once there scroll down to Hamilton Central, and put in your last name to retrieve bill. Or visit our website ([www.hamiltoncentral.org](http://www.hamiltoncentral.org)), click on the "District" tab, click on "Tax Info" located at the bottom, click on "Access Your Tax Info" located on the left hand side. You will be able to view and print your tax bill as well as see when your payment has been posted and print out a receipt.



## Elementary Information

### Staff Directory:

#### Pre-Kindergarten

Jennifer Briggs

#### Kindergarten

Margaret Rose

Laurie Coddington

#### Grade 1

Allison Forth-Farrar

Audrey Morton-Miller

#### Grade 2

Althea Brooks

Melissa Latella

#### Grade 3

Sarah Wayland-Smith

Susan White

#### Grade 4

Jamie Boardway

McKenna Jones

#### Grade 5

Elizabeth Merrill

Abigail Reilly

#### Art

Denise Whalen

#### Physical Education

Jeremy West

#### Music

Dawn Giddings

Jessica Hoople

Mike Coldren

#### School Counselor

Sheri Houck

#### Psychologist

Jared Dart

#### Speech Specialist

Robin Dunadee

Caitlin Hertzendorf

#### Occupational Therapist

Jordan Mercer

#### BCBA (Behavior Specialist)

Rachel Nassimos

#### Teacher Assistants

Jennifer Brooks

Kristina Forlini-Walker

Laura Russin

#### Resource Specialists

Bridget Alexander

Jessica Ames

Corilynn Coyle

Renee Merkt

Rob Poznar

Capri Potter

Ashley Sirtoli

#### Teacher/Bus Aides

Alyssa Belush

Cassandra Britton

Amanda Coger

Jessica LaFrance

Botao May Liu

Patricia Mocsari

Juana Montoya-Aceves

Randi Mullenax

Shelby Penner

Kelly West

Lori Whitney

Hannah Wisnoski

#### School Nurse

Cyndee Wendt

### Daily Schedule:

7:40 - 7:50 a.m. - Buses Arrive - Elementary students transported by bus, except those participating in the breakfast program, will remain on their respective buses until 7:40 a.m.

7:40 - 7:50 a.m. - Walkers/Students transported by parents arrive - We respectfully request that students who walk to school or are transported to school by a parent not arrive before 7:45 a.m. since supervision will not be available.

Students arriving between 7:40 - 7:50 a.m. must report directly to the cafeteria, where supervision will be provided.

7:50 a.m. - Students Enter Classrooms

8:00 a.m. - Attendance Taken

2:40 p.m. - Elementary Dismissal

Late Entry/Early Departure Procedures:

Students arriving after 8:00 a.m. will be considered tardy. Excessive tardies will result in a response from the office. Please make sure your child is here on time to start each day with his or her peers. If you are picking your child up early from school, please notify the office, in writing or by phone, prior to your arrival.

### Pick Up:

**Students in grades PreK-2 must have written permission in order to be picked up by an adult other than a parent.** Only those with written permission will be allowed to sign a student out. If employees don't recognize an adult, they may be asked to provide identification.

### Walking Policy:

Students in Grade 3 or higher, who have a note, may walk home from school. Students in Grade 2 or below can walk home when they are accompanied by a parent or a sibling in the 6<sup>th</sup> Grade or older. Students will need written permission to walk home.

Parents are reminded that the playground is not supervised after 2:40 p.m. and children must be properly supervised by a parent/guardian.

### Elementary Open House:

Is an opportunity for parents to meet teachers, listen to brief curriculum overviews, see classrooms, and meet other parents. Parents of students receiving AIS/RtI services are invited to learn more about their services from their AIS/RtI providers, prior to Open House.

### Extra-curricular Activities:

Students in the elementary school are invited to participate in the numerous activities made available to them. These activities in the past have included:

Art Club	Journalism Club
Choral Club	Kickball Club
Computer Coding Club	Liberty Kids (Reader's Club)
Drama Club	Math Club
Enrichment Programs	Running Club
Foreign Language Club	Science, Innovation & Technology Fair
HOG (Hamilton Outdoor Group)	Student Council

### Fire Prevention Week:

All students in grades PreK-5 participate in fire safety education activities during Fire Prevention Week. These sessions are conducted by members of the Hamilton Fire Department at the fire house.

Some of the main topics covered include "Stop, Drop, and Roll" the use of fire extinguishers, flammable substances, practicing an emergency evacuation procedure, and developing a home escape plan.

### Parent Instrument Night:

The Band and Strings teachers coordinate this meeting to introduce parents to the Band Program, which begins in 4<sup>th</sup> grade, and the Strings Program, that begins in 2<sup>nd</sup> grade. Any family with a band or string instrument should bring it to the meeting to have it checked for proper working condition.

### Elementary Field Day:

The entire elementary school celebrates the end of the school year with games and a picnic on school grounds.

### Fall Festival Parade (on Halloween)

An afternoon costume parade for all elementary students and teachers is led by the High School Marching Band. The parade starts at the school and proceeds through the Village before returning to the school. This is a must-see for families!

### Cell Phones/Electronic Devices:

Cell phones should be turned off at **ALL TIMES** during the school day and are to be kept in the lockers. Gaming devices, such as PSP's, Game Boys and Nintendos should not be brought to school. Students may use phones before and after school.

### Report Cards:

Report cards are issued at regular, 10-week intervals throughout the school year. Parents may view their child's report card through the Parent Portal. If you wish to have hard copy sent home, please notify the elementary office.

### Classroom Visitation:

If you would like to visit your child's classroom, you must make an appointment with your child's teacher. You will be required to sign in at the main entrance and carry a visitation sticker.

### Parent-Teacher Conferences:

Parent-teacher conferences are an important and valuable part of pupil reporting procedures in our schools. At least one parent-teacher conference is scheduled yearly for each child in the elementary. This is done at the conclusion of the first marking period in November.

The value of a parent-teacher conference comes from a frank and honest exchange of information. This helps both parties have a better understanding of the child, his or her abilities and needs, the experiences that have formed the child's background to date and the aspirations that will form their education in the future.

To help realize this value, we offer the following suggestions for conferencing:

1. Please plan to keep the conference appointment.
2. If you are unable to keep your appointment, kindly notify your child's teacher as soon as possible.



- Another appointment will be arranged.
- If at all possible, please make arrangements to come to the conference without the child or other children.
  - Before attending the conference, you might find it helpful to make a list of the things you wish to discuss with the teacher.
  - A form will be sent home prior to your child's conference. If you have specific topics you would like addressed, please fill this form out and return it to your child's teacher prior to the conference.

#### **Kindergarten Eligibility:**

Children who will be 5 years old on or before December 1, 2023 are eligible to attend kindergarten during the 2024-25 school year. Parents may register their child for kindergarten in March of 2023. New families must contact the district office first, Jodi Shantal at [315-824-6310](tel:315-824-6310), in order to establish residency. Parents can find the application on the Hamilton Central School website under "Parents", "Forms", or call the elementary office [315-824-6330](tel:315-824-6330) for an application to enroll their child for the 2024-25 school year.

Please submit Kindergarten applications by May 1, 2024. We will need copies of the birth certificate, proof of custody (if applicable) and evidence of the NYS required immunizations for each child. We will also need any custody paperwork that applies.

In May an appointment letter will be sent to parents with a day and time for you and your child to come in for the screening. It is a requirement for all public schools in New York State to screen all new entrants. The screening process helps us to determine the best placement for your child in order to meet his or her needs. For more information, call Shannon Newkirk, Elementary Administrative Assistant at [315-824-6330](tel:315-824-6330).

#### **Pre-Kindergarten Eligibility:**

Children who will be four (4) years of age on or before December 1, 2024 are eligible to attend Pre-Kindergarten for the 2024-25 school year. PreK is a half-day program and students will be assigned to either an AM or PM slot. Parents may register their child for PreK beginning in February of 2024. Applications can be obtained online or from the elementary office.

- After PreK registration closes April 1, 2024, if there are more students registered than there are slots available, a random lottery will be held following the closing date. Following the drawing, students will be placed on a waiting list and families will be contacted should there be an opening.
- At the end of the selection process, parents will be contacted with an appointment letter for your child to be screened. It is a requirement of all public schools in NYS to screen all new entrants. The screening process helps us determine the best placement for your child and provides a baseline for assessing growth.

## **Middle/High School Information**

#### **Staff Directory:**

##### **Grade 6**

Monica Chamberlain  
Celia Marhefka

##### **Reading/FACS**

Kathryn Roy

##### **Library**

Amy Jerome

##### **Physical Education**

Joseph LePage  
Lauren Reynolds

##### **Science**

Kris Alsup  
Astrid Helfant  
Tanya Vaillancourt

##### **Resource Specialists**

Kim Cunningham  
Ryan Houck  
Victoria Smith  
Sara Zogby

##### **Agriculture**

Johanna Fox-Bossard

##### **English**

Donna Moren  
Brian Rose  
Holly White

##### **Mathematics**

Devin Clive  
Zachary Darrow  
Susan Lehmann

##### **Social Studies**

Emily Freeth  
Michael Jones  
Jeffrey Snyder

##### **Teacher Aides**

Amanda Coger  
Morgan Larson  
Juana Montoya-Aceves  
Randi Mullenax  
Shelby Penner  
Maureen Shaul

##### **Art**

Victoria Kowalski  
Denise Whalen

##### **Foreign Language**

Karrie King  
Elizabeth Wood-Amir

##### **Music**

Michael Coldren  
Dawn Giddings  
Jessica Hoople

##### **School Counselors**

Victoria Pustay  
Gina Torre

##### **Teacher Assistants**

Sheila Dowsland  
Rebecca Mosella  
Robette Schubert

#### **Homework:**

It is important to keep up on your work, even if you are absent. You can arrange for a friend or sibling to get your work or you can call the Attendance Office ([315-824-6301](tel:315-824-6301)) and ask for work to be sent to the main office. Special arrangements will need to be made for any long-term absences. You may also get your homework by checking your teacher's Google Classroom page. Refer to the Middle/High School Handbook for more detailed information regarding the HCS Homework Policy and expectations.

#### **Five-Week Progress Reports:**

At the halfway point of each ten-week marking period the five-week progress reports will be available on our Parent Portal. Parents may arrange to have a conference with teachers if they feel their child is falling behind. Arrangements would be made through the Counseling Office.

#### **Cell Phones/Electronic Devices**

Cell phones and electronic devices should be turned off during ALL INSTRUCTIONAL TIMES throughout the school day.

#### **Dress Code Guidelines:**

- 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.
- No clothing with alcohol, drug or tobacco signs or symbols is allowed in school.
- No clothing with inappropriate language or pictures is allowed in school.

#### **Technology Usage:**

HCS considers technology a valuable tool for education and encourages the use of technology in district classrooms. Through software applications, online resources, and the Internet, technology use will significantly enhance educational experiences.

To use technology in a classroom, a student and his/her parent or guardian must read and sign the Responsible Use Policy. Students who do not submit the Responsible Use Policy or violate provisions of the policy may lose the privilege of using computers independently. Additional disciplinary action may be taken for violations of the Policy.

#### **Secondary Extra-curricular/Co-curricular Activities:**

Advocates, Amnesty International, Art Club, Chess Club, eSports, FFA, Foreign Language Club, HS Select Chorus, Student Council, Jazz/Marching Band, Masquers (theatre), Mathletics, Model UN, National Honor Society, Junior National Honor Society, Running Club, SADD, Sisters, STEAM Exploration, Ski Club, Technology Club

#### **Parent Portal:**

Grades and attendance are available online through our Parent Portal. Open your web browser to our district's website at [www.hamiltoncentral.org](http://www.hamiltoncentral.org). Interim reports and quarterly reports cards will be posed on the Parent Portal. If you do not have access to a computer and require a paper copy, please contact the secondary office at [315-824-6320](tel:315-824-6320) or guidance office at [315-824-6327](tel:315-824-6327).

## **Health Department Information:**

#### **Medication In School**

All medication including over-the-counter drugs must be given to the school nurse by the parent and/or guardian. Medications will be given upon written order of a physician and parent. New medication permission forms are required each school year.

#### **Health Records**

Please let us know of changes in your child's health status that might affect school performance. Please submit physician's proof of any immunizations that have been given. Notification of any emergency contact names, numbers and place of employment need to be kept current within your child's records.

## Physical Exams

Physicals are required for all students in PreK, kindergarten, first, third, fifth, seventh and eleventh grades. They will take place during the early fall by our school physician. Parents who wish to have the exam done by their family physician may obtain forms for this purpose from the school nurse.

## Insurance

The District carries a student accident insurance plan to assist in the coverage of accidents sustained by pupils while participating in a school-sponsored activity. This coverage is designed to supplement the parents' insurance, not replace it. For more information, contact the school nurse or Business Office.

## Cafeteria Information:

### Cafeteria Management:

Andrea Cass, Manager/Cook - [315-824-6382](tel:315-824-6382) or [acass@hamiltoncentral.org](mailto:acass@hamiltoncentral.org)

**Food Service Helpers:** Jona Conley, Lisa Winn, Sam Simchik

### Public Notice of Free/Reduced Lunch Program:

In accordance with the National School Lunch Act governing schools participating in the National Lunch Program, Hamilton Central School District will provide free/reduced lunches for students from qualified families. It is required that such notice be sent out to all families of school children in the district.

Applications forms for free/reduced lunches will be mailed to all families with school children in the district. The forms are also available at the elementary and high school offices. Forms should be returned to Ms. Andrea Cass as soon as possible. Forms will be made available to students new to the district at the time of registration.

### Prices:

**Breakfast - \$1.50 • Lunch - \$2.75 - Elementary & Middle School • \$3.00 - High School • Student Milk - \$.75**

Families are still encouraged to fill out the free/reduced lunch application as other programs depend on these numbers for funding. Supplemental P-ebt benefits will only be given to families who qualify based on the applications submitted. If you have any questions, please contact Andrea Cass at [315-824-6382](tel:315-824-6382) or [acass@hamiltoncentral.org](mailto:acass@hamiltoncentral.org).

The HCS Food Service Program offers all families an opportunity to establish a debit account for students. Prepayment can be made in any amount the parent(s) wish. Parent(s) can specify how money is to be distributed in the accounts, such as breakfast, lunch, open account or any combination of the three options. Money put into an open account can be used for any items sold in the cafeteria. Prepayments not specified for credits will be put into an open account. If sending in prepayments for more than one student, please specify how the money or credits are to be distributed per student. If you have any questions, please call [315-824-6382](tel:315-824-6382).

## Transportation Information:

### Head Bus Driver:

Lorna Simchik, [315-824-6392](tel:315-824-6392) or [lsimchik@hamiltoncentral.org](mailto:lsimchik@hamiltoncentral.org)

### Bus Drivers:

Holly Haugh, Donald Johnson, Diane Law, Frank Marzella, Kenneth Pisiak, Jacqueline Rose

### Transportation Safety:

The district recognizes its responsibility to ensure the safety and welfare of students and staff on school buses. The district will continue to use video cameras to monitor student behavior on the buses. The cameras help the driver focus his/her attention on the road.

If any parents have questions regarding the procedures involved, please call the Transportation Department at [315-824-6392](tel:315-824-6392).

### Drop-off Procedures:

1) The cut-out area in front of the playground is designated as a drop-off zone for all students. During the arrival and dismissal times, it should not be used as a parking area. Students will be dropped off in the front circle.

**NOTE: Please allow buses the right of way to enter & exit the circle freely.**

During times of morning arrival, afternoon dismissal, and after-school athletic events, the driveway and parking areas are congested and children may be coming from many different directions in the parking area. All drivers should use extreme caution while entering and leaving the parking areas.

Students should plan to arrive to school each day between 7:45-7:50 a.m. We advise parents to avoid dropping off students from 7:55-8:00 a.m. as it becomes more congested with buses returning to the bus garage at this time.

**Thank you for your cooperation with these procedures.**

### Late Bus:

Please note that the late bus will run Monday thru Thursday's @ **3:45** p.m. Students **must** sign up no later than 1:30 p.m. for the late bus.

### Student Transportation Forms:

These forms are a means of maintaining accountability for students who ride a bus to a location other than their home.

The form is printed in triplicate, with the student, teacher, and office each receiving a copy. This substantially improves communication between school personnel and eliminates confusion in regard to end of the day transportation plans that parents have arranged for their child.

Grades PreK-2 require visual contact of an adult when dropping off student.

Grades 3-5 require written permission from parent/guardian to drop off without visual contact.

Parents of elementary students will receive copies of the form in September. Additional copies may be obtained, if needed.

Parents are requested to complete a copy of the form each time there is a change in their child's normal transportation plans. Students should present the completed form to their teacher upon entering the classroom.

If changes in transportation plans need to be made, please call the attendance office at [315-824-6300](tel:315-824-6300) or [315-824-6301](tel:315-824-6301) no later than 12:00 Noon

### Transportation Requests:

**\*\*\*\* PLEASE NOTE \*\*\*\***

As per New York State Law, parents that wish to request alternate transportation routes, for the purposes of day care, **MUST** do so before April 1<sup>st</sup> of the preceding school year.

## Athletic Department Information

**Athletic Director:** Mark Arquiatt [315-824-6320](tel:315-824-6320) or [marquiatt@hamiltoncentral.org](mailto:marquiatt@hamiltoncentral.org)

Fall Sports	Winter Sports	Spring Sports
Boys Soccer	Boys Basketball	Baseball
Girls Soccer	Girls Basketball	Golf
Cross Country	Volleyball (Modified)	Softball
Volleyball		Tennis
		Track

### Combined Sports

Field Hockey @ Morrisville-Eaton

Swimming @ Sherburne-Earlville

Football @ Waterville

Ice Hockey @ Cazenovia

Girls Lacrosse @ Cazenovia

## Maintenance Information

**Director of Facilities I:** Randy Freeman, [315-824-6342](tel:315-824-6342) or [rffreeman@hamiltoncentral.org](mailto:rffreeman@hamiltoncentral.org)

**Head Cleaner:** Frank Mazzeo

**Custodial Staff:** Lorraine Alter, Jason Camp, Barry Lamb, Stephen Phillips, and James Maiurano





# HAMILTON Central School District - Communication Protocols

## Who do I call with a question, concern or compliment?

	Step 1	Step 2	Step 3	Step 4
<b>ACADEMICS</b>				
Student Progress (Online Access)	> Classroom / Subject Teacher	> HS/MS Counselor	> Building Principal	
Schedules / Placement	> HS/MS/Elementary Counseling Office	> Building Principal		
Classroom Procedures	> Teacher	> Building Principal		
Curriculum	> Classroom / Subject Teacher	> Building Principal		
<b>ATHLETICS</b>	> Coach	> Athletic Director	> Principal	> Superintendent
<b>STUDENT BEHAVIOR</b>	> Classroom / Subject Teacher	> Building Principal	> Director of PPS	> Superintendent
<b>SCHOOL SAFETY &amp; EDUCATIONAL CLIMATE</b>				
Dignity for All Students Act	> Classroom / Subject Teacher	> Building Principal	> Business Manager	> Superintendent
Inclusivity	> Classroom / Subject Teacher	> Building Principal	> Director of PPS	> Superintendent
<b>BUDGET/FINANCE</b>	> Building Principal	> Business Manager	> Superintendent	
<b>EXTRA CURRICULAR ACTIVITIES</b>	> Club Advisor	> Building Principal		
<b>HEALTH ISSUES</b>	> School Nurse	> Building Principal	> Superintendent	
<b>DISTRICT POLICIES</b>	> Building Principal	> School District Clerk	> Superintendent	
<b>SPECIAL EDUCATION</b>	> Special Education Teacher/ Service Coordinator	> Director of PPS	> Building Principal	> Superintendent
<b>TRANSPORTATION</b>	> Driver	> Transportation Supervisor	> Business Manager	> Superintendent
<b>BUILDING USE</b>	> MS/HS Secretary	> Director of Facilities	> Building Principal	> Superintendent
<b>BUILDINGS/GROUNDS</b>	> Director of Facilities	> Business Manager	> Superintendent	
<b>SAFETY &amp; SECURITY</b>	> Building Principal	> Business Manager	> Superintendent	
<b>FOOD SERVICES</b>	> Food Service Director	> Building Principal	> Business Manager	> Superintendent

"click on this link to visit our website"  
[www.hamiltoncentral.org](http://www.hamiltoncentral.org)

## HAMILTON SCHOOLS

### About this guide

We want to address your questions and concerns quickly and effectively.

The Hamilton Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently while also providing an opportunity to share compliments. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed here. The District encourages any and all questions from parents and residents regarding school matters.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the District Clerk can assist you in contacting the Superintendent's Office, and then, if still unresolved, the Board of Education.

**District Clerk:**  
[jshantal@hamiltoncentral.org](mailto:jshantal@hamiltoncentral.org)

Matters addressed to the Board of Education will immediately be shared with the Superintendent.

Contact information on the back.  
[www.hamiltoncentral.org](http://www.hamiltoncentral.org)

"click on this link to visit our website"

Middle School			High School		
Normal Daily Time Schedule	Assembly Schedule	2-Hour Delay Schedule	Normal Daily Time Schedule	Assembly Schedule	Two-Hour Delay Schedule
7:50 Warning Bell	7:50 Warning Bell	9:50 Warning Bell	7:50 Warning Bell	7:50 Warning Bell	9:50 Warning Bell
7:55-8:00 Homeroom	7:55 - 8:01 Homeroom	9:55 - 10:02 Homeroom	7:55 - 8:00 Homeroom	7:55 - 8:01 Homeroom	9:55 - 10:02 Homeroom
8:03 - 9:03 1 <sup>st</sup> Period	8:04 - 8:54 1 <sup>st</sup> Period	10:05 10:45 1 <sup>st</sup> Period	8:03 - 9:03 1 <sup>st</sup> Period	8:04 - 8:54 1 <sup>st</sup> Period	10:05 - 10:45 1 <sup>st</sup> Period
9:06 - 9:55 2 <sup>nd</sup> Period	8:57 - 9:37 2 <sup>nd</sup> Period	10:48 - 11:20 2 <sup>nd</sup> Period	9:06 - 9:55 2 <sup>nd</sup> Period	8:57 - 9:37 2 <sup>nd</sup> Period	10:48 - 11:20 2 <sup>nd</sup> Period
9:58 - 10:47 3 <sup>rd</sup> Period	9:40 - 10:20 3 <sup>rd</sup> Period	11:23 - 11:55 3 <sup>rd</sup> Period	9:58 - 10:47 3 <sup>rd</sup> Period	9:40 - 10:20 3 <sup>rd</sup> Period	11:23 - 11:55 3 <sup>rd</sup> Period
10:50 - 11:39 4 <sup>th</sup> Period	10:23 - 11:03 4 <sup>th</sup> Period	<b>11:55 - 12:25 Lunch</b>	10:50 - 11:39 4 <sup>th</sup> Period	10:23 - 11:03 4 <sup>th</sup> Period	11:58 - 12:30 4 <sup>th</sup> Period
<b>11:39 - 12:09 Lunch</b>	11:06 - 11:46 5 <sup>th</sup> Period	12:28 - 1:00 4 <sup>th</sup> Period	11:42 - 12:31 5 <sup>th</sup> Period	11:06 - 11:46 5 <sup>th</sup> Period	<b>12:30 - 1:00 Lunch</b>
12:12 - 1:01 5 <sup>th</sup> Period	<b>11:46 - 12:16 Lunch</b>	1:03 - 1:35 5 <sup>th</sup> Period	<b>12:31 - 1:01 Lunch</b>	11:49 - 12:29 6 <sup>th</sup> Period	1:03 - 1:35 5 <sup>th</sup> Period
1:04 - 1:53 6 <sup>th</sup> Period	12:19 - 12:59 6 <sup>th</sup> Period	1:38 - 2:10 6 <sup>th</sup> Period	1:04 - 1:53 6 <sup>th</sup> Period	<b>12:29 - 12:59 Lunch</b>	1:38 - 2:10 6 <sup>th</sup> Period
1:56 - 2:45 7 <sup>th</sup> Period	1:02 - 1:42 7 <sup>th</sup> Period	2:13 - 2:45 7 <sup>th</sup> Period	1:56 - 2:45 7 <sup>th</sup> Period	1:02 - 1:45 7 <sup>th</sup> Period	2:13 - 2:45 7 <sup>th</sup> Period
	1:45 - 2:45 Assembly			1:45 - 2:45 Assembly	



Azure Nelson - Grade 3



# SEPTEMBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																				
<div>AUGUST 2023</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	28	29	30	31				<div>OCTOBER 2023</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<div>Tax Collector's Regular Hours:</div> <div>Tues - 9:00am-12:00pm</div> <div>Wed. - 9:00am-12:00pm</div> <div>Thur. - 1:00pm-6:00pm</div> <div>9/7 - No In-Person Collection</div>		1	2
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3	<div>4</div> <div>Labor Day</div> <div></div>	<div>5</div> <div>Superintendent's Conference Day</div> <div>AIS/RTI Services &amp; Testing Parent Meeting 5:30pm-6:00pm</div> <div>6<sup>th</sup> Grade Orientation 6:00pm</div> <div>Library Information Meeting 6:00pm</div> <div>PK-12 Open house 6:30-7:30pm</div>	<div>6</div> <div>Superintendent's Conference Day</div> <div>Fall Play Auditions in Auditorium 3:15-5:15pm</div>	<div>7</div> <div>Welcome Back Students!</div> <div>Fall Play Auditions in Auditorium 3:15-5:15pm</div> <div>SAT Registration Deadline</div> <div>No In-Person Tax Collection Today</div>	8	9																																																																																				
<div>10</div> <div>Grandparents' Day</div>	<div>11</div> <div>PATRIOTS DAY</div>	<div>12</div>	<div>13</div>	<div>14</div>	<div>15</div>	<div>16</div>																																																																																				
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<div>24</div>	<div>25</div>	<div>26</div>	<div>27</div>	<div>28</div> <div>Middle School Musical Audition Workshop in Auditorium 3:00pm</div> <div>SUNY College Fair @ SRC Arena 9:30-11:00am</div>	<div>29</div>	<div>30</div>																																																																																				






Lena Harnik - Grade 10



# OCTOBER 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																										
1	2	3 Middle School Musical Auditions Auditorium 3:15-5:15pm	4 Middle School Musical Auditions Auditorium 3:15-5:15pm	5 PreK-12 Half Day Dismissal @ 11:30am <b>SAT Registration Deadline</b> Pumpkin Walk 5:00-7:00pm	6 <b>Superintendent's Conference Day - No School</b> MP 1 5 Week Progress Reports End Pumpkin Walk Rain Date 5:00-7:00pm	7 SAT Exam																																										
8	9 Indigenous Peoples' Day NO SCHOOL	10	11	12 Ag Day @ Morrisville College 8:00am-3:00pm Board of Education Meeting 6:00pm	13 MP 1 Secondary Progress Reports Available on Parent Portal	14 Mathletics Meet @ New Hartford 7:55am-12:30pm																																										
15	16	17	18 PSAT 8:00am-12:00pm	19	20	21																																										
22	23	24	25 School Picture Retakes 8:00am-2:00pm	26	27	28 ACT Exam MCMEA Instrumental Auditions @ Hamilton																																										
29 National FFA Convention 10/29-11/5/23 --->	30 High School Fall Play Tech Week 10/30-11/2/23 --->	31  <b>Halloween Fall Festival Parade</b> 1:30pm	Tax Collector's Special Hours: 10/2 - 9:00am-3:00pm 10/31 - 9:00am-3:00pm	Tax Collector's Regular Hours: Tues - 9:00am-12:00pm Wed. - 9:00am-12:00pm Thur. - 1:00pm-6:00pm	<b>SEPTEMBER 2023</b> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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WenXin Zhang - Grade 2



# NOVEMBER 2023


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<p><b>OCTOBER 2023</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p><b>DECEMBER 2023</b></p> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								<p><b>1</b></p> <p>National FFA Convention 10/29-11/5/23 ---&gt;</p> <p>High School Fall Play Tech Week 10/30-11/2/23 ---&gt;</p>	<p><b>2</b></p> <p>SAT Registration Deadline</p>	<p><b>3</b></p> <p>ACT Registration Deadline</p> <p>High School Fall Play Performance Auditorium 7:00pm</p>	<p><b>4</b></p> <p>SAT Exam</p> <p>High School Fall Play Performance Auditorium 7:00pm</p>
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<p><b>5</b></p> <p>Daylight Saving Time Begins</p>	<p><b>6</b></p> <p>High School Musical Audition Workshop Auditorium 6:30-8:00pm</p>	<p><b>7</b></p> <p><b>Election Day</b></p> <p>High School Musical Auditions Auditorium 3:15-7:00pm</p>	<p><b>8</b></p> <p>National Junior Honor Society Induction Auditorium 6:00pm</p> <p>National Honor Society Induction Auditorium 7:00pm</p>	<p><b>9</b></p> <p>High School Musical Auditions Auditorium 3:15-7:00pm</p>	<p><b>10</b></p> <p><b>Veteran's Day</b> (Observed) NO SCHOOL</p> <p>Marking Period 1 Ends</p>	<p><b>11</b></p>																																																																																											
<p><b>12</b></p>	<p><b>13</b></p> <p>Elementary Tech Week</p>	<p><b>14</b></p> <p>Elementary Tech Week</p>	<p><b>15</b></p> <p>Elementary Tech Week</p>	<p><b>16</b></p> <p>Elementary Reports Cards Available on Parent Portal</p> <p>Board of Education Meeting 6:00pm</p> <p>Elementary Tech Week</p>	<p><b>17</b></p> <p>PreK-5 Half Day - Dismissal @11:30am</p> <p>Elementary Parent/Teacher Conferences</p> <p>Career Fair 8:00am-12:00pm</p> <p>Elementary Tech Week</p> <p>Elementary Play 6:30pm</p> <p>NYSSMA Zone 8 Area All State</p> <p>Sec. Report Cards on Parent Portal</p>	<p><b>18</b></p> <p>SSUNS, Montreal Model UN Mathletics @ Oriskany 7:50am-12:30pm</p> <p>NYSSMA Zone 8 Area All State</p>																																																																																											
<p><b>19</b></p>	<p><b>20</b></p> <p>PreK-5 Half Day - Dismissal @ 11:30am</p> <p>Elementary Parent/Teacher Conferences</p>	<p><b>21</b></p> <p>PreK-12 Half Day - Dismissal @ 11:30am</p>	<p><b>22</b></p> <p><b>Thanksgiving Recess</b> NO SCHOOL</p>	<p><b>23</b></p> <p><b>Thanksgiving Recess</b> NO SCHOOL</p> <p><b>Thanksgiving Day</b></p>	<p><b>24</b></p> <p><b>Thanksgiving Recess</b> NO SCHOOL</p>	<p><b>25</b></p>																																																																																											
<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p>	<p><b>30</b></p> <p>Senior High Band Presentation @ NYSSMA Conference in Rochester 3:30pm</p>																																																																																													



Delia Decosse - Kindergarten



# DECEMBER 2023

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<div>NOVEMBER 2023</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<div>JANUARY 2024</div> <table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
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3	4 Middle School Musical Tech Week Auditorium	5 Middle School Musical Tech Week Auditorium	6 Middle School Musical Tech Week Auditorium	7 Middle School Musical Tech Week Auditorium	8 Hanukkah (begins at sunset) Middle School Musical Auditorium 7:00pm	9 ACT Exam Mathletics @ Whitesboro 7:45am-12:30pm pm Middle School Musical Auditorium 1:00pm																																																																																				
10	11	12 High School Winter Concert Auditorium 7:00-9:00pm	13	14 Board of Education Meeting 6:00pm	15 MP2 5-Week Progress Reports End	16																																																																																				
17	18 Middle School Winter Concert Auditorium 7:00-9:00pm	19	20 Elementary Winter Concert Auditorium 6:30-8:30pm	21 First Day of Winter Elementary Winter Concert Snow Date	22 Winter Recess NO SCHOOL MP 2 Secondary Progress Reports Available on Parent Portal	23																																																																																				
24 Christmas Eve	25 Christmas Day NO SCHOOL 	26 Winter Recess NO SCHOOL	27 Winter Recess NO SCHOOL	28 Winter Recess NO SCHOOL	29 Winter Recess NO SCHOOL	30																																																																																				
31 New Year's Eve																																																																																										





Ellie Duclos - Grade 9



# JANUARY 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																																
	<div>1</div> <div>New Year's Day</div> <div>NO SCHOOL</div> <div>HAPPY NEW YEAR!</div>	<div>2</div> <div>Classes Resume</div>	<div>3</div>	<div>4</div>	<div>5</div> <div>ACT Registration Deadline</div>	<div>6</div> <div>Mathletics @ Oneida</div> <div>8:00am-12:00pm</div>																																																																																																
<div>7</div>	<div>8</div>	<div>9</div>	<div>10</div>	<div>11</div> <div>Board of Education Meeting</div> <div>6:00pm</div>	<div>12</div>	<div>13</div>																																																																																																
<div>14</div>	<div>15</div> <div>Martin Luther King Jr. Day</div> <div>NO SCHOOL</div> <div></div>	<div>16</div>	<div>17</div>	<div>18</div>	<div>19</div> <div>MCMEA All County Winter Festival</div> <div>@ Stockbridge</div> <div>Marking Period 2 Ends</div>	<div>20</div> <div>MCMEA All County Winter Festival</div> <div>@ Stockbridge</div>																																																																																																
<div>21</div>	<div>22</div>	<div>23</div> <div>REGENTS EXAMS</div>	<div>24</div> <div>REGENTS EXAMS</div>	<div>25</div> <div>REGENTS EXAMS</div>	<div>26</div> <div>REGENTS EXAMS</div> <div>Elementary &amp; Secondary Report Cards</div> <div>Available on Parent Portal</div>	<div>27</div> <div>MCMEA All County - Vocal Auditions</div> <div>@ Hamilton</div>																																																																																																
<div>28</div>	<div>29</div>	<div>30</div>	<div>31</div>		<div>DECEMBER 2023</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<div>FEBRUARY 2024</div> <table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td></td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td></td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td></td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td></td><td></td><td></td></tr></table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10		11	12	13	14	15	16	17		18	19	20	21	22	23	24		25	26	27	28	29			
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Dora Palmer - Grade 5



FEBRUARY 2024




SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY																																																																																											
				1	2 Groundhog Day 	3 FFA District Public Speaking Competitions @ HCS 8:00am-5:00pm Mathletics @ Westmoreland 8:00am-12:30pm																																																																																											
4	5	6	7	8 Board of Education Meeting 6:00 pm	9	10 ACT Exam																																																																																											
11	12	13	14 Valentine's Day 	15	16 PreK-12 Half-Day Dismissal @ 11:30 am	17 National FFA Week 2/17-2/24/24 ---->																																																																																											
18	19 Presidents' Day Mid-Winter Recess NO SCHOOL 	20 Mid-Winter Recess NO SCHOOL	21 Mid-Winter Recess NO SCHOOL	22 Mid-Winter Recess NO SCHOOL	23 Mid-Winter Recess NO SCHOOL MP3 5-Week Progress Reports End SAT Registration Deadline	24																																																																																											
25	26 High School Musical Tech Week #1	27 High School Musical Tech Week #1	28 High School Musical Tech Week #1	29 High School Musical Tech Week #1 	<div><div>JANUARY 2024</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr></table></div> <div><div>MARCH 2023</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div>		S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				S	M	T	W	T	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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Hazel Harnik - Grade 6



# MARCH 2024


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<b>3</b>	<b>4</b>  Musical Tech Week #2	<b>5</b>  Musical Tech Week #2	<b>6</b>  Musical Tech Week #2	<b>7</b>  Musical Tech Week #2	<b>8</b>  Musical Tech Week #2 <b>ACT Registration Deadline</b> High School Musical - 7:00 pm	<b>9</b>  <b>SAT Exam</b> High School Musical Auditorium 1:00pm & 7:00pm																																																																																				
<b>10</b>  Daylight Saving Time Begins	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>  PreK-12 Half-Day Dismissal @ 11:30 am Board of Education Meeting 6:00 pm	<b>15</b>  <b>Superintendent's Conference Day - No School</b> MCMEA All County Spring Festival @ VVS	<b>16</b>  MCMEA All County Spring Festival @ VVS FFA Sub-States Public Speaking Competitions 8:00am-5:00pm																																																																																				
<b>17</b>  <b>St. Patrick's Day</b> 	<b>18</b>  National Agricultural Literacy Week	<b>19</b>  National Agricultural Literacy Week <b>Spring Begins</b> 	<b>20</b>  National Agricultural Literacy Week	<b>21</b>  National Agricultural Literacy Week	<b>22</b>  National Agricultural Literacy Week	<b>23</b>																																																																																				
<b>24</b>  <b>Palm Sunday</b> FFA Sub-State Leadership Contests - Snow Date - 8:00 am	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>  <b>Good Friday</b> <b>NO SCHOOL</b> Marking Period 3 Ends	<b>30</b>																																																																																				
<b>31</b>  <b>Easter Sunday</b> 																																																																																										



Ainsley Grawrock- Grade 8



# APRIL 2024

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	1 April Fool's Day 	2	3	4 Humanities Faire - 8th & 9th Grades 6:00-7:30pm	5 Elementary & Secondary Report Cards Available on Parent Portal	6																																																																																											
7	8	9	10	11	12	13 ACT Exam																																																																																											
14	15 Elementary Musical Tech Week	16 Elementary Musical Tech Week Board of Education Meeting 6:00pm	17 Elementary Musical Tech Week	18 Elementary Musical Tech Week	19 SAT Registration Deadline Elementary Musical Auditorium 7:00pm	20 Elementary Musical Auditorium 2:00pm																																																																																											
21	22 Spring Recess NO SCHOOL	23 Spring Recess NO SCHOOL	24 Spring Recess NO SCHOOL	25 Spring Recess NO SCHOOL	26 Spring Recess NO SCHOOL	27																																																																																											
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Ethan Hanmer - Grade 12



# MAY 2024

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<b>APRIL 2024</b> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<b>JUNE 2024</b> <table> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								<b>1</b> ELA State Testing Grades 3-8	<b>2</b> NY FFA State Convention ELA State Testing Grades 3-8	<b>3</b> NY FFA State Convention <b>ACT Registration Deadline</b>	<b>4</b> NY FFA State Convention <b>SAT Exam</b>
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<b>5</b>	<b>6</b> AP Chemistry Exam - 12:00pm High School Spring Concert Auditorium 7:00-9:00pm	<b>7</b> AP Statistics Exam - 12:00pm <b>National Teacher's Day</b>	<b>8</b> AP Literature and Composition Exam 8:00am Math State Testing Grades 3-8 8:00am-2:40pm Middle School Spring Concert Auditorium 7:00-9:00pm	<b>9</b> Math State Testing Grades 3-8 8:00am-2:40pm District Art Show Reception Elementary 5:00-7:00pm	<b>10</b> NYSSMA Solo Festival @ Norwich HS AP US History Exam 8:00am MP4 5-Week Progress Reports End	<b>11</b> NYSSMA Solo Festival @ Norwich HS Jr/Sr Prom Tentative 8:00-11:00pm																																																																																											
<b>12</b> <b>Mother's Day</b> 	<b>13</b> AP Calculus AB Exam 8:00am	<b>14</b> K Screening Science State Testing 5th & 8th AP English Language and Composition Exam 8:00am NYSSMA Majors Ensemble Festival @ Oneonta School Budget Hearing 6:00pm	<b>15</b> K Screening AP World History: Modern Exam 8:00am	<b>16</b> K Screening AP Biology Exam 12:00pm Elementary Spring Concert 6:30-8:30pm	<b>17</b> <b>SAT Registration Deadline</b> MP4 Secondary Progress Reports on Parent Portal	<b>18</b> NY FFA State Convention <b>Armed Forces Day</b> 																																																																																											
<b>19</b>	<b>20</b>	<b>21</b> Board of Education Meeting 6:00pm Budget Vote / Election 12:00-8:00pm	<b>22</b> Family Science and Technology Night and Touch a Truck 5:00-7:00pm	<b>23</b>	<b>24</b> May Jam Grades 6-12 11:30am-2:45pm	<b>25</b>																																																																																											
<b>26</b>	<b>Memorial Day 27</b> NO SCHOOL <b>Memorial Day Parade</b> 11:00am 	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>																																																																																												



John Catania - Grade 4



JUNE 2024

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<div>2</div>	<div>3</div>	<div>4</div> <div>REGENTS EXAM</div>	<div>5</div> <div>Hammy Karaoke Party Auditorium 6:00pm</div>	<div>6</div> <div>Jazz Cafe @ Palace Theater 7:00pm (Tentative)</div>	<div>7</div>	<div>8</div> <div>ACT Exam</div>																																																																																				
<div>9</div>	<div>10</div>	<div>11</div> <div>Hamilton FFA Banquet Cafeteria 6:00pm</div>	<div>12</div> <div>EXAMS Local Final Exams (English &amp; Math) Middle School Awards Athletic Awards Ceremony Auditorium 6:00pm</div>	<div>13</div> <div>EXAMS Local Final Exams (SS &amp; Science) High School Awards Board of Education Meeting 6:00pm</div>	<div>14</div> <div>REGENTS EXAMS Flag Day Marking Period 4 Ends</div>	<div>15</div>																																																																																				
<div>16</div> <div>Father's Day HAPPY FATHER'S DAY</div>	<div>17</div>	<div>18</div> <div>REGENTS EXAMS Elementary Field Day 8:00am-2:30pm</div>	<div>19</div> <div>Juneteenth NO SCHOOL</div>	<div>20</div> <div>REGENTS EXAMS PreK Screening Elementary Field Day - Rain Date 8:00am-2:30pm</div>	<div>21</div> <div>REGENTS EXAMS 5<sup>th</sup> Grade Moving Up Ceremony 12:30-2:30pm PreK Screening</div>	<div>22</div>																																																																																				
<div>23</div> <div>30</div>	<div>24</div> <div>REGENTS EXAMS PreK-6 Half-Day - Dismissal @ 11:30am PreK Screening</div>	<div>25</div> <div>REGENTS EXAMS PreK-6 Half-Day - Dismissal @ 11:30am Elementary Report Cards Available on Parent Portal</div>	<div>26</div> <div>RATING DAY Secondary Report Cards Available on Parent Portal</div>	<div>27</div>	<div>28</div> <div>Commencement 7:00 pm</div>	<div>29</div>																																																																																				





Ye Htun - Grade 7



JULY 2024

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WEDNESDAY						

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FRIDAY						
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SATURDAY						
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Landon Latella - Grade 11





# HAMILTON CENTRAL SCHOOL 2023-2024 CALENDAR

<div><div>September</div><table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thur</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table></div>	Mon	Tue	Wed	Thur	Fri					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<div><div>October</div><table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thur</td><td>Fri</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr><tr><td>30</td><td>31</td><td></td><td></td><td></td></tr></table></div>	Mon	Tue	Wed	Thur	Fri	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<div><div>November</div><table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thur</td><td>Fri</td></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr></table></div>	Mon	Tue	Wed	Thur	Fri			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		<div><div>December</div><table><tr><td>Mon</td><td>Tue</td><td>Wed</td><td>Thur</td><td>Fri</td></tr><tr><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr></table></div>	Mon	Tue	Wed	Thur	Fri					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
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The Hamilton Central School District is committed to providing students from diverse religious & ethnic backgrounds with a learning environment that is safe, caring & inclusive; and believes that no Hamilton Central School student should have to choose between important religious observances and their Hamilton Central School commitments. As a result, Hamilton Central School provides for students who wish to participate in their religious observances that conflict with Hamilton Central School obligations, the opportunity to arrange with their teachers to make up any requirements they may have missed.

# HAMILTON CENTRAL SCHOOL

47 W. Kendrick Avenue • Hamilton, NY 13346  
315-824-6300 • [www.hamiltoncentral.org](http://www.hamiltoncentral.org) • Fax: 315-824-6314



## District Office:

**Mr. William Dowsland** ..... 315-824-6310  
*Superintendent of Schools*

**Ms. Jodi Shantal**

*Executive Administrative Assistant to the Superintendent & District Clerk*

## Business Office:

**Mr. Matthew Crumb** ..... 315-824-6372  
*Business Manager*

**Ms. Deborah Welsh** ..... 315-824-6370  
*District Treasurer*

## Technology Office:

**Mr. Christopher Rogers** ..... 315-824-6388  
*Director of Data, Assessment, Accountability and Technology*

## Pupil Personnel Office:

**Mr. Kevin Ellis** ..... 315-824-6350  
*Director of Pupil Personnel Services*

**Ms. Lynda O'Keeffe**

*Administrative Assistant to the Director of Pupil Personnel Services*

## Attendance:

**Ms. Heather Vergara** ..... 315-824-6300  
*Attendance Aide*

## Building Principals:

**Ms. Heather Thomas** ..... 315-824-6330  
*Elementary*

**Ms. Shannon Newkirk**

*Elementary Administrative Assistant & Claims Auditor*

**Mr. Mark Arquiett** ..... 315-824-6320  
*Secondary*

**Ms. Deborah Reese**

*Secondary Administrative Assistant*

## Board of Education:

**Mrs. Michelle Jacobsen**, *President*

**Mrs. Jennifer Jones**, *Vice President*

**Mr. Sung Choe**

**Dr. G. Cory Duclos**

**Mrs. Amanda Phillips**

**Email address:** [boe@hamiltoncentral.org](mailto:boe@hamiltoncentral.org)

