



2024 - 2025

# CALENDAR

CORTLAND ENLARGED CITY SCHOOL DISTRICT





# District Directory



## Cortland High School

**Grades 9-12**  
8 Valley View Drive, Cortland, NY 13045  
607-758-4110

### Administration

Janesa Cornish.....607-758-4110  
Asst. Principal.....Kristen Cinquanti  
Athletic Office.....607-758-4115  
Athletic Director.....Tiffany Beam  
School Nurse.....Victoria Myers  
Social Worker.....Jennifer Whelan  
Social Worker.....Kim Catalano  
Counseling Office.....607-758-4110 ext 1501  
School Counselor.....Shane Adams  
School Counselor.....Siddiqui Maheen

Information Systems Administrator...Denise Fox

### High School Hours

Homeroom.....7:38 a.m.  
Dismissal.....2:28 p.m.



## Cortland Junior High School

**Grades 7 & 8**  
8 Valley View Drive, Cortland, NY 13045  
607-758-4190

### Administration

Principal.....John Zarcone

School Nurse.....Melody Scanlon  
Social Worker.....Devon Tennant  
School Counselor.....Penny Pomeroy  
School Counselor.....Shannon Constantino

### Junior High School Hours

Homeroom.....7:38 a.m.  
Dismissal.....2:28 p.m.



## Randall Middle School

**Grades 5 & 6**  
31 Randall Street, Cortland, NY 13045  
607-758-4170

### Administration

Principal.....Juliann Quinn  
School Nurse.....Amy Bana  
Social Worker.....Heidi Effinger

### Middle School Hours

Doors Open.....8:10 a.m.  
Official Start Time.....8:30 a.m.  
Dismissal.....3:10 p.m.

# District Directory



## Smith Intermediate School

**Grades 3 & 4**  
33 Wheeler Ave, Cortland, NY 13045  
607-758-4180

### Administration

Principal.....Jennifer Block

School Nurse.....Jennifer Ludwig  
Social Worker.....Nicole Humphrey  
School Counselor.....Danielle Iverson

### Intermediate School Hours

Doors Open.....8:10 a.m.  
Official Start Time.....8:30 a.m.  
Dismissal.....3:10 p.m.



## Barry Primary School

**Grades K, 1 & 2**  
20 Raymond Ave, Cortland, NY 13045  
607-758-4150

### Administration

Principal.....Phyllis Litzenberger-Klumpp  
Assistant Principal.....Kaci Rolewicz  
School Nurse.....Elizabeth Chapman  
School Nurse.....Bridget MacMahon  
Social Worker.....Taylor Passalugo  
Social Worker.....Madison Tripp  
School Counselor.....Christina Hegedus

### Primary School Hours

Doors Open.....8:10 a.m.  
Official Start Time.....8:30 a.m.  
Dismissal.....3:10 p.m.



## District Administration

Kaufman Center, 1 Valley View Drive, Cortland, NY 13045

### Superintendent

Robert Edwards.....607-758-4100 ext 2202

### Business Administrator

Kristopher Williamson.....607-758-4100 ext 2207

### Director of Special Education

Kristen Ailport.....607-758-4100 ext 2214

### Director of Pupil and Personnel

Joseph Mack.....607-758-4100 ext 2219

### Supervisor of School Transportation & Operations

Jordon Lilley.....607-758-4123

**Student Registration**.....607-758-4106

### Personnel Coordinator

Jade Zupancic.....607-758-4102

### Assistant Supervisor of School Operations

Scot Taylor.....607-758-4127



# Public Notifications



## Board of Education

### President

Brett K. Barnes, 215 Tompkins St., Cortland, NY 13045  
Phone.....607-216-7955

### Vice President

Donald Chu, 41 Morningside Dr., Cortland, NY 13045  
Phone.....607-745-8425

Christine A. Gregory, 5 Parker Ave, Cortland, NY 13045  
Phone.....607-591-5103

Janet S. Griffin, 68 Madison St., Cortland, NY 13045  
Phone .....607-745-2624

Joseph M. McMahon, 3 Ridgeview Ave., Cortland, NY 13045  
Phone .....607-423-8727

Lori J. Megivern, 2408 Kohne Rd, Dryden, NY 13053  
Phone.....607-745-4989

Sherlyn Pallassino, 5 Pine St., Cortland, NY 13045  
Phone .....607-591-5854

Giovanna Perfetti, Ex-Officio Student Member

**Board e-mail group:** [schoolboard@cortlandschools.org](mailto:schoolboard@cortlandschools.org)

### Please Note

This calendar was printed in advance of the 2024-2025 school year. Please confirm events with the school or with the district website ([www.cortlandschools.org](http://www.cortlandschools.org)). The website will always have the most up to date information.

### Asbestos Management Plan Available for Viewing

As provided under the Asbestos Hazard Emergency Response Act (40 CFR 763), the Cortland Enlarged City School District hereby makes known the steps it has undertaken to comply with AHERA and the availability of asbestos management plans:

1. Every three years a licensed professional engineering firm is hired to inspect all district owned facilities and to construct a management plan for each building. The management plans for each building are updated accordingly.
2. Periodic surveillance is conducted every six months by the Supervisor of School Transportation & Operations Jordon Lilley.
3. All custodial and maintenance staff have undergone a two-hour awareness training program.
4. All response actions taken are within federal and state guidelines.

Management plans may be viewed in the Business Office during the hours of 8:00 a.m. to 3:00 p.m. For more information, please contact Jordon Lilley at 607-758-4123.

### Cafeteria Accounts & Lunch Prices

The District will provide breakfast and lunch at no cost to all Cortland students in grades kindergarten through twelfth grade. A la carte items are still available at a nominal cost.

Free and reduced lunch applications available upon request for St. Mary's students.

### Complaint Procedures

New York State has a procedure for filing complaints about an ESSA-funded program at the district or state level. The procedure provides parents and other stakeholders with a process to file complaints and allow for the timely resolution of such complaints. Complaints filed against a local entity such as a school district, charter school, or grantee will be reviewed by NYSED's Office of ESSA-Funded Programs. Complaints filed against NYSED will be reviewed by NYSED's legal counsel. The policy can be accessed through NYSED's website.

### District Wide Code of Conduct

In compliance with the NYS SAVE Legislation, the Dignity for all Students Act and the Commissioner's Regulations, the Cortland Enlarged City School District involved stakeholders in developing and annually reviewing the Comprehensive Code of Conduct.

The intent of this document is to establish standards of conduct that will enable students, parents, visitors and staff to know what is acceptable behavior and how deviations from these standards will be addressed. These standards and procedures have been developed for system-wide use, and will be in effect during school and non-school hours and enforced the entire calendar year (twelve months).

Every student and staff member has the right to expect an atmosphere that is orderly, safe and conducive to the educational process. In order to assure an orderly environment in which each person may live and learn to their full capabilities in harmony with others, the school community, parents and community-at-large must share responsibility for helping students develop self-discipline. Educators know that although steps to stop unacceptable behavior are necessary, recognition for responsible student behavior does more to encourage positive traits than anything else. Staff in the Cortland Enlarged City School District are encouraged to practice appropriate classroom management techniques.

# Public Notifications

### District Wide Code of Conduct (Continued)

When self-discipline fails or self-control falters, disciplinary action will be imposed to protect the rights of others. Discipline must emphasize humanitarian principles and ideals such as justice and equality. It must recognize the inherent dignity and rights of every human being and must include self-direction and self-discipline. In the Cortland Enlarged City School District, as in the community-at-large, certain rules and procedures are established to guide students through constructive growth into mature adulthood. Students, parents, visitors, district staff and the Board of Education need to cooperate to interpret and enforce these rules.

**To obtain a copy of the full text of the Code of Conduct, contact the Cortland Enlarged City School District at 607-758-4100 or visit our school website at [www.cortlandschools.org](http://www.cortlandschools.org).**

### Emergency Response Plan

Pursuant to NYS Law, the Cortland Enlarged City School District has developed response plans for emergencies which arise in/or impact our students and staff. Our four basic response actions are: school cancellation, early dismissal, evacuation, and sheltering within the facility. A drill concerning early dismissal will be held. You will receive notice at least one week prior to this drill so you can plan your children's early arrival home. In the event of an emergency, information will be scrolled on the district website [www.cortlandschools.org](http://www.cortlandschools.org). If you should have any comments, questions, or would like to review the plan, please call Jordon Lilley at 607-758-4123.

### Family Educational Rights and Privacy Act (FERPA)

Under FERPA, 34 CFR § 99.7 parents and eligible students have the right: to inspect and review education records; To request amendment of education records; To provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent; To request information on who constitutes a school official and what constitutes a legitimate education interest if the agency or institution discloses or intends to disclose personally identifiable information to school officials without consent, and; to file a complaint with the Family Policy Compliance Office (FPCO) in the Department. ([www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc).) For more information, contact the District Office.

### Homeless Student and Unaccompanied Youth

Students in temporary housing and their families have rights specifically granted to them under State and Federal law in order to assist in their education. For specific information, contact the Homeless Liaison at the District Office, 607-758-4100.

### Immunization Requirements

**Under Section 2164 of the NYS Public Health Law, all children entering and attending school must be immunized.**

**The immunizations for all are as follows:**

Two doses of varicella vaccine (chickenpox). Five doses or four doses of diphtheria toxoid (usually given as DPT or DT). Four doses or three doses of polio vaccine. Two doses of MMR (measles-mumps-rubella). Three doses of Hepatitis B (Hep B). One dose of Tdap for children enrolling in 6th grade. One dose of meningococcal vaccine for students 7th, 9th, 10th & 11th 1 or 2 doses 12th grade. The number of doses depends on the schedule recommended by the Advisory Committee for Immunization Practice, (ACIP). Check with your physician or health department for further information. Written proof of immunizations for the above diseases must be submitted to the school. Please bring a physician's or health department's signed record of immunizations received by your child at the time of registration. Parents are required to have the immunizations provided for their children prior to school attendance. **Students will be excluded from school in September if the requirements are not met.**

# Public Notifications

## **Pesticide Neighbor Notification Law**

The NYS Education Law, Section 4090-H effective July 1, 2001, required that all public and nonpublic elementary and secondary schools provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

The Cortland Enlarged City School District is required to maintain a list of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please contact the school district at 607-758-4100. You must apply to be on the list to receive notification!



## **Sex Offenders**

Sex offenders under the jurisdiction of the Cortland City Police who reside in the City of Cortland, NY, can be found by going to their link at: [www.cortland.org/city/police/sexoffenders.htm](http://www.cortland.org/city/police/sexoffenders.htm)

## **Student Photograph Used in Publications**

Throughout the school year, photographs are taken of students for use in District publications, including the website and other social media platforms. Parents who do NOT wish to have their child's photograph used in these publications are asked to send a letter indicating that you would like your child's name added to our No Photo list to the main office of your child's school.



## **Title I**

Title I (pronounced "Title One") is the largest federal aid program for elementary, middle, and high schools. Through Title I, the Federal government provides funding to school districts around the country based on the number of low-income families in each district. Each district uses its Title I money for extra educational services for children who are behind in school.

Schools where more than half of all students are low-income can operate a school-wide Title I project. This means that all students in Cortland schools can receive Title I services.

Local districts, schools, and parents know best what their students need to succeed. Title I allows them to decide how to use Title I money to help students who are behind. In Cortland, Title I funds are being spent in these ways: reading specialists who help students to read and write, a math specialist who helps students with their numeracy, a teacher who works with students for whom English is a new language, professional development and training for teachers; literacy supplies and materials.

# Public Notifications

## **Title I (Continued)**

Title I money can also be used for different types of parent involvement activities. It can be spent on things such as: family literacy activities; parent meetings and training activities; transportation and child care so that parents can come to school activities or volunteer in the classroom; materials that parents can use to work with their children at home; parent resource centers.

Parents are partners in helping all students achieve. Parents have the right to be involved in the design and operation of their school's Title I program. Our District Shared Decision Making and Title I Team provides oversight and guidance of our Title I program. This committee is always seeking parents to work with the committee in order to ensure that we are spending our Title I funds wisely and efficiently. If you want to learn more or want to join the District Shared Decision making and Title I Team, please send an email to [redwards@cortlandschools.org](mailto:redwards@cortlandschools.org). The Cortland Enlarged City School District is committed to involving parents and the community to improve student academic achievement.

We will: provide assistance to parents of children served by the school in understanding such topics as the New York State Learning Standards, the New York State P-12 Common Core Learn-

ing Standards for English Language Arts & Mathematics, state and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children; provide materials and training to help parents work with their children to improve their achievement, through literacy training and using technology, as appropriate, to foster parental involvement; educate teachers, pupil services personnel, principals, and other staff with the assistance of parents, in the value and utility of contributions by parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.

We also will: coordinate and integrate, to the extent feasible and appropriate, parent involvement programs and activities with mathematics and literacy, including reading and mathematics interventions, and conduct other activities that encourage and support parents in more fully participating in the education of their children; ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can communicate via several avenues including school newsletters, the district website, open houses, curriculum nights, report cards, schooltool parent portal, progress reports,

e-mail, and parent conferences regarding school programs and student progress.

## **Title IX**

The District shall not discriminate on the basis of age, sex, sexual orientation, race, color, creed, religion, national origin, political affiliation, marital status, military status, veteran status, disability, or under the Boy Scout Act in the educational programs or activities which it operates, or against any employee or applicant seeking a position of employment. The District will be in full compliance with all applicable rules and regulations pertaining to civil rights for students and employees.

## **Tobacco Free School**


School policy prohibits the use of tobacco products on school grounds, by anyone, at all times.

## **Water Testing**

A copy of the results of any (lead in water) testing shall be available on our website and in the administrative offices of the local education agency for inspection by the public, including teachers, other school personnel, and parents.





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a>	2 Labor Day	3 Professional Development Day No School for Students	4 Classes Begin for all students	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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September 2024



# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
 <p>Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a></p>			Rosh Hashanah Begins		Rosh Hashanah Ends	
6	7	8	9	10	11	12
					15 minute early dismissal Yom Kippur begins at sundown	Yom Kippur ends at nightfall
13	14	15	16	17	18	19
	Columbus Day No School		Sukkot Begins			
20	21	22	23	24	25	26
			Sukkot Ends			
27	28	29	30	31		
				Halloween		Follow Us on Twitter @CECSDistrict

## October 2024





# November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>					<p>1</p> <p>K-6 ONLY Parent - Teacher Conferences NO SCHOOL K- 6</p>	<p>2</p>
<p>3</p> <p>Daylight Saving Time Ends</p>	<p>4</p>	<p>5</p> <p>Professional Development Day No School for Students</p>	<p>6</p>	<p>7</p>	<p>8</p>	<p>9</p>
<p>10</p>	<p>11</p> <p>Veterans Day No School</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>
<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>
<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p> <p>Thanksgiving Recess No School</p>	<p>28</p> <p>Thanksgiving Day Thanksgiving Recess No School</p>	<p>29</p> <p>Thanksgiving Recess No School</p>	<p>30</p> <p>Follow Us on Twitter @CECSDistrict</p>

## November 2024



# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a>	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 December Recess No School	24 December Recess No School	25 Christmas Day Hanukkah Begins December Recess No School	26 December Recess No School	27 December Recess No School	28
29	30 December Recess No School	31 December Recess No School				

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## December 2024





# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a></p>			<p>1</p> <p>New Year's Day No School</p>	<p>2</p> <p>Hanukkah Ends</p> <p>Classes Resume</p>	<p>3</p>	<p>4</p>
<p>5</p>	<p>6</p>	<p>7</p>	<p>8</p>	<p>9</p>	<p>10</p>	<p>11</p>
<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>	<p>17</p>	<p>18</p>
<p>19</p>	<p>20</p> <p>Martin Luther King Jr. Day No School</p>	<p>21</p>	<p>22</p>	<p>23</p>	<p>24</p>	<p>25</p>
<p>26</p>	<p>27</p> <p>Professional Development Day No School for Students</p>	<p>28</p>	<p>29</p> <p>Asian Lunar New Year No School for Students/ Teachers</p>	<p>30</p>	<p>31</p>	<p>Follow Us on Twitter @CECSDistrict</p>

## January 2025





# February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					Valentine's Day	
16	17	18	19	20	21	22
	Presidents Day Winter Recess No School	Winter Recess No School	Winter Recess No School	Winter Recess No School	Winter Recess No School	
23	24	25	26	27	28	
					Ramadan Begins	Follow Us on Twitter @CECSDistrict

## February 2025






Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
Daylight Savings Time Starts						
16	17	18	19	20	21	22
	St. Patrick's Day					
23	24	25	26	27	28	29
30	31					
Ramadan Ends	Professional Development Day No School for Students					Follow Us on Twitter @CECSDistrict

March 2025





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>		1	2	3	4	5
6	7	8	9	10	11	12
						Passover Begins
13	14	15	16	17	18	19
	Spring Recess No School	Spring Recess No School	Spring Recess No School	Spring Recess No School	Spring Recess No School	Good Friday
20	21	22	23	24	25	26
Easter Sunday Passover Ends	Spring Recess No School					
27	28	29	30			

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April 2025





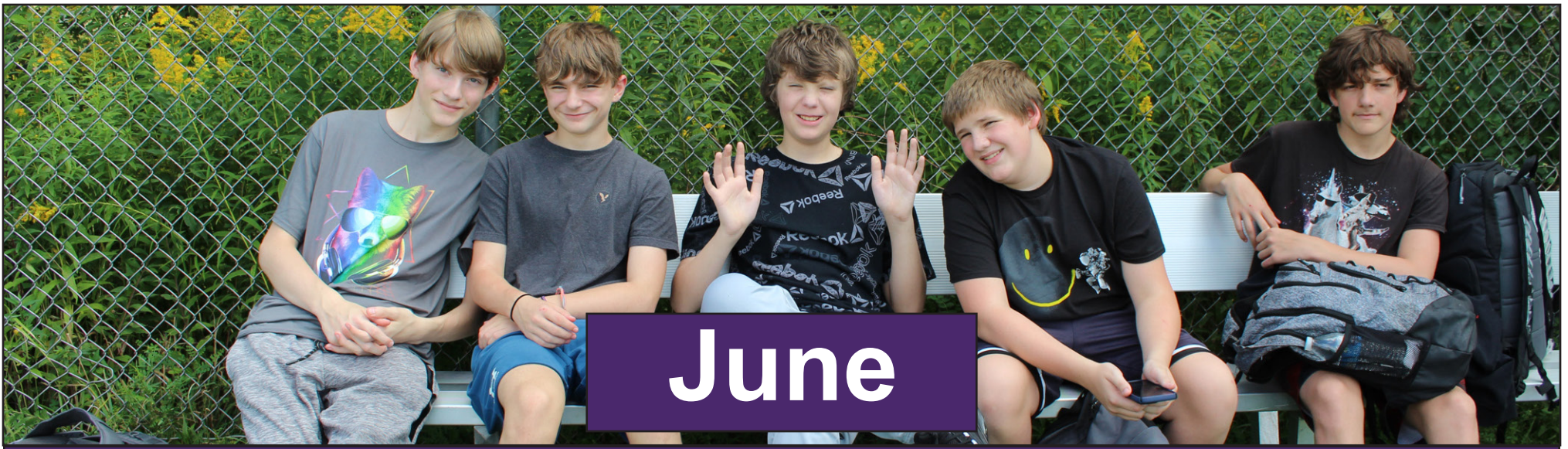
# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
Mother's Day						
18	19	20	21	22	23 No School	24
25	26 Memorial Day No School	27	28	29	30	31


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# May 2025





# June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1  Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a>	2	3	4	5	6	7
8	9	10	11	12 Last Day of Classes 9-12	13	14 Flag Day
15 Father's Day	16	17	18	19 Juneteenth-NY State Holiday No School	20	21
22	23	24	25	26	27 Rating Day Last Day for Staff	28
29	30					

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# June 2025





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events <a href="http://www.cortlandschools.org">www.cortlandschools.org</a></p>		1	2	3	4 District Closed in Observance of Independence Day	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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July 2025





# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 <p>Check out the Cortland Schools website for up to date information on all school related events www.cortlandschools.org</p>					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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# August 2025