

Horseheads Central School District

# Golden Star Gazette

September 2023

## Gardner Road Elementary School

541 Gardner Road, Horseheads, New York 14845 (607) 739 – 6347

[ppatterson@horseheadsdistrict.com](mailto:ppatterson@horseheadsdistrict.com)



Dear Gardner Road Families –

The 2023-2024 school year is upon us, and we are excited to have our Golden Stars in our classrooms Tuesday, September 5<sup>th</sup>. The entire Gardner Road team looks forward to helping your child foster new friendships, inspire new learning, and give them tools to be successful while having a growth mindset. This year, every Golden Star will become familiar with the theme **‘Be Kind, Be Strong, Be Well.’** This theme is part of our social emotional learning and character education curriculum which will launch with a Kindness Kickoff (see flyer). Let’s make it a great 2023 - 2024 school year as your child **explores** new things, is **empowered**, and **excels** as they navigate this year’s learning journey.

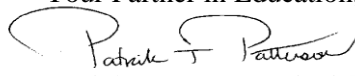
To learn more about Gardner Road, please also read the GR Handbook and the information sent home on the first day of school. Please return any forms to your child’s teacher by Friday, September 8<sup>th</sup>. Please note the following two major changes at the school this year:

- The construction of the 11-room addition is fully underway. This will impact many routines and procedures this year. Please be sure to read the drop-off and pick-up routines flyer as this is different than past years.
- Students in grades PK-8 will receive one free lunch. This includes the entree, three fruits or vegetables, and a milk. Juice counts as a fruit choice. They will pay for any ala carte items, a second entrée, or a second meal. They will also be able to get one free complete breakfast meal, paying for any ala carte items.

We look forward to seeing your family throughout the year. Please join us for our Back-to-School Ice Cream Social, which is hosted by our PTO on Friday, September 8<sup>th</sup> from 5:00 – 7:00 at the Intermediate School Playground. To learn about the PTO, please join me in attending the first meeting of the year on September 13<sup>th</sup> @ 6:00 in our library. I would also like to invite everyone to our Open House on Thursday, September 28<sup>th</sup>. Doors to classrooms will be open from 6:30 – 7:30. Please note that the Book Fair is not during open house this year, it will be open in November during Parent-Teacher Conferences.

Be sure to check out our [school website](#) for updates and please keep up to date with the happenings at our school, by following our [Facebook](#) and [Twitter](#) pages. We look forward to seeing you throughout the school year at Gardner Road. Please contact me if you need anything, have questions, or would just like to chat about our school/your child.

Your Partner in Education,



Patrick Patterson - Principal



## Inside the Gazette:

### Page 2:

Main Office Updates

### Page 3:

Emergency Closings, volunteers for Career Day and Attendance

### Page 4 and 5:

Annual Notices

### Page 6:

Welcome Aboard

### Page 7:

Character Corner, Conflict vs, Bullying, & School Mission & Vision

### Included in the Online Newsletter:

Drop Off and Pick Up Routines  
Lunch Menu  
September Calendar  
Opening Day Packet  
Kindness Kickoff  
Student Handbook  
Home/School Connections



## GENERAL INFORMATION:

### Gardner Road School Hours

8:00 a.m. to 2:25 p.m.

Tardy Bell – 8:15 AM

### Gardner Road Office Hours

7:30 a.m. to 3:30 p.m.

### Elementary Lunches (K-6)

Breakfast and Lunch: Free

<https://horseheadscafeteria.gstboces.org/>

## Moishe’s Quote of the Month:

**“You can always give something even if it is only kindness.”**

**Anne Frank**

# Gardner Road Main Office Updates:



## **Beginning of School Year Checklist:**

- Bring in any medication and doctor's forms for medication to be given during school hours.
- Complete first day of school paperwork and return:
  - Gardner Road student handbook
  - emergency 'Go Home' information sheet
  - free/reduced lunch form

Set up school lunch account (if desired) on the district website under food services and look for the Pay Schools link.

## **Building Security - entering:**

For the safety of all students and staff at Gardner Road, all doors are locked 24 hours a day. We do welcome your visit to our school. Please report to the main entrance and press the buzzer to your right near the main entrance. You will be prompted for your name and purpose of visit. Then the secretaries will buzz you in. Please report directly to the main office to sign in.

## **Bringing Items in for your Child During School:**

To provide the most consistent learning environment for your children, we do not interrupt the classrooms during the school day. We understand that in the rush to leave the house in the morning, things are forgotten such as homework, lunches, sneakers for gym, birthday/party goodies, etc. If your child needs something during the day, please bring the item into the office, labeled with your child's name and teacher. We will make sure they receive it.

## **Who to call first?**

We as a school want to be able to answer any questions or concerns you have in a timely manner. The first contact should be with the staff member most directly involved. Please reach out first to your child's teacher on the following topics: classroom questions, curriculum, student discipline in the class, academic services, or questions about day-to-day things. If this question or concern remains unresolved, then please feel free to contact me as the building principal. I as the building principal would be the first point of contact on topics such as school policy, residency, parent portal, scheduling, or a suspension. If you have a question about transportation, please reach out to our transportation department at 739-6338.

## **Meeting with Teachers:**

Please be aware that once the teachers have students in their class (8:00), they are not able to meet one-on-one with a parent regarding an individual concern. Please arrange a meeting with your child's teacher in advance – thank you!

## **Homework Requests:**

If your child is out sick and you would like to request homework, please call the office before 9:00 a.m. It can either be sent home with a sibling, friend, neighbor, or parents can pick up homework after 2:30 in the office.

## **Gold "Go Home" Notes – Change of Plans:**

Thank you for helping us assure students 'go-home' the correct way each day using our GOLD note pads. Knowing that changes occur during the day, we understand that you may need to change your child's 'go-home' plans during the day. We ask that parents call before 12:00 so that we can assure a smooth dismissal and keep all our students safe. Last minute changes delay bus dismissal for all students.

## **Online District Calendar**

To see district & school events in 2023-2024, please go to <https://www.horseheadsdistrict.com/fullcalendar.cfm>, or go to the Calendar link in the main menu on the district website. The online calendar allows months to be printed. The district will not be printing a multi-page calendar this year. Our online calendar allows us to update events throughout the year.

## **Annual Title 1 Notice for Gardner Road Elementary School**

In compliance with provisions of the No Child Left Behind Act of 2001, we are informing you that Gardner Road Elementary receives Title I federal funding. Therefore, you have the right to request information regarding the professional qualification of your child's classroom teacher(s). Specifically included is your right to know the following:

- Whether the teacher has met State qualification & licensing criteria for the grade levels & subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher & any other graduate certification or degree held by the teacher, & field of discipline of the certification or degree;
- Whether your child is provided services by paraprofessionals &, if so, their qualification.

Should you wish to exercise your right to make your request to: Caitlin DeFilippo, Director of Human Resources, Horseheads Central School District, One Raider Lane, Horseheads, New York 14845. (607)739-5601, ext. 4211.

## Information about Emergency School Closings & Delays:

**Gardner Road Elementary 2 Hour Delay Start Times:**  
K-4<sup>th</sup> Grade: 10:00 AM

Schools are closed when the weather makes it impossible to have reasonable attendance or when the schools or vehicles would not be able to operate safely. The school day is delayed when inclement weather conditions improve by early morning. Inclement weather may include snow, ice, and/or freezing temperatures. If the school day is delayed, buses will run & schools will open 2 hours later than normal.

If it is necessary to close or delay schools, the information will be posted on the district's website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com), the district's Facebook pages and Twitter, and the following local television and radio stations and their affiliates:

**Radio:** WNKI 106.1, WPGI 100.9, Magic FM 92.7/97.7, WGMM 98.7, WLVI 94.3, WELM 1410

**TV:** WENY, WETM, Time Warner Cable News

These television and radio stations also put closing/delay information on their websites. Each of our schools and the district have Facebook pages. To see school closings/delays and other information on your news feed, "like" the page(s). On Twitter, follow us at @HhdsSchools.

Additionally, WETM TV has an automated system to e-mail and/or text closings and delays to those who have signed up for the service. Parents may sign up at the following link: <http://www.mytwintiers.com/sms>. Scroll down to "School and Business Closing Alerts." Please do not call the radio/TV stations or the district's Transportation Office.

Please note that if schools are closed, they will remain closed all day for scheduled activities, including remedial programs, extra-curricular activities, use of facilities by non-school groups, and special evening programs. Please also note that when school is delayed, there is no supervision for students until schools open two hours later than the usual time, so parents should not drop their children off at school until they open. Additionally, on school delays, there is no breakfast served.

If a storm develops after school begins, usual procedure is NOT to close school early. This allows time for highway crews to plow and sand the roads and has proved to be less disruptive and confusing than attempting to send students home early.

## Substitutes Needed:

The Horseheads Central School District is seeking applications for substitute teachers, nurses, bus drivers and substitute teaching assistants.

For information, please visit:

<http://www.horseheadsdistrict.com/subteach.html>

Human Resources Office: 739-5601, x4211

e-mail: [hcsdinfo@horseheadsdistrict.com](mailto:hcsdinfo@horseheadsdistrict.com)

## Volunteers Needed for School Career Events

The school district has many career related events including career days, career panels, job shadows, classroom speakers, field trips, and mock interviews.

**We are always looking for volunteers** for these events. We are looking for parents, grandparents, other adult family members and friends as well as community volunteers in every career field. If you feel your career is not of interest or you are currently at home, you may still contribute through mock interviews and other fun classroom events. Most events are only an hour or two on a given day, yet **your experience and career knowledge** can deeply influence a child's life, career goals, and future educational path.

If you are interested in volunteering or learning more about how you can get involved, **please contact Deb Lynch**, the Career Development Representative for the Horseheads School District, at (607)795-5320 or [dlynch@gstboces.org](mailto:dlynch@gstboces.org).

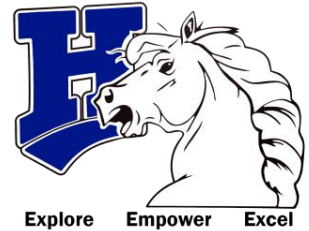
## ATTENDANCE MATTERS

- ❖ School is your first and most important job. You're learning about more than math and reading. You're learning how to show up for school on time every day, so that when you grow up and get a job, you'll know how to show up for work on time every day.
- ❖ When you're not here, we notice because we care, and we want you to be successful.
- ❖ A student who misses 10 days or more during a school year is 20 percent less likely to graduate from high school and 25 percent less likely to ever enroll in college.
- ❖ If you think missing a day here or there won't matter, think again. By missing just one day every two weeks, you would be on track to miss 10 percent of the school year – and that can happen before you know it.
- ❖ School only gets harder when you stay home too much. Sometimes it's tempting to stay home but missing a day only makes that worse.
- ❖ We understand that you will get sick sometimes and need to stay home. The important thing is to get to school as often as possible to help stay on track with your learning.





# Horseheads District Annual Notices: 2023 - 2024



## **APPR of Teachers and Principals**

The District is required to implement Annual Professional Performance Reviews (APPR) of teachers and principals. The outcome of the APPR is that each teacher and principal will receive an Overall Composite Rating based upon Observation and Student Performance scores. The four possible Overall Composite Ratings are Highly Effective, Effective, Developing and Ineffective (HEDI). You may request the Overall Composite Rating for the teachers and principals in the school building to which your child is assigned for the current school year by contacting the building principal of your child's school. Further, if you require additional explanation of the ratings for the teachers and principals, you may contact Tony Gill, Assistant Superintendent, at 607-739-5601, x4263. Please note that this information may be released only to parents or legal guardians. The District will verify that any request received is a bona fide request submitted by a parent or legal guardian.

## **Teacher Qualification**

Pursuant to the federal No Child Left Behind Act, parents and guardians have the right to request and receive information about the professional qualification of their children's classroom teachers. Parents wishing such information about their child(ren)'s classroom teachers should contact the building principal.

## **Promotion and Retention Policy**

It is essential that each child experience both challenge and success from school activities. To this end, the district will make every effort to place each student in the most appropriate learning level for a successful educational experience.

## **Early Identification/Intervention**

Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional treatment, and, where appropriate, referral to the Committee on Special Education for evaluation.

## **Promotion/Retention**

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

The following provisions shall apply to promotion and placement decisions:

1. No student promotion or placement decision for grades three through eight shall be based solely on student performance on the ELA or Mathematics State assessments;
2. Student assessment scores may be considered as a measure of student performance only if the decision-making process uses multiple measures of assessments and data in addition to the State assessments and the State assessments are only a minor factor in the promotion/placement decision;
3. In making promotion and placement decisions, the school will consider in class performance, teacher observation, homework, input of the parent, social and emotional needs as well as any other applicable measures, other than State assessments;
4. The final decision regarding placement and promotion is the decision of the building administrator;

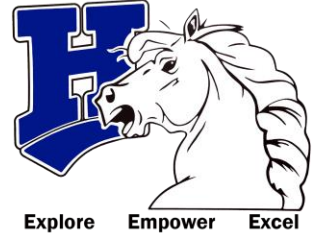
## **Non-Discrimination Notification**

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601. This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Caitlin DeFilippo  
Director of Human Resources  
[cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com)  
One Raider Lane  
Horseheads Central School District  
Horseheads, NY 14845  
(607) 739-5601

U.S. Department of Education  
Office of Civil Rights  
LBJ Department of Education Building  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
(800) 421-3481

## Horseheads District Annual Notices: 2023 - 2024 CONTINUED



### Homeless Students/Students in Temporary Housing Notice

Children and youth in temporary housing have the right to:

- Stay in the same school and get free transportation even if it is across district lines
- Participate fully in any school activities, including before- or after-school activities
- Get support services and help with things like school supplies through Title I
- Immediately enroll in school without records (school, medical, or vaccination records, proof of residency)
- Get special education services immediately if the student has a current Individualized Education Plan (IEP)
- Get free school meals without filling out an application
- Get help enrolling in pre-k, Head Start, other preschool programs, and Early Intervention
- Get help applying for financial aid for college if the student is an unaccompanied youth

For assistance, please contact the Horseheads Central School District Director of Student Services at (607) 739-5601, x4300.

### Horseheads Central School District Parents' Bill of Rights Relating to Student Data

The Horseheads Central School District, in compliance with Education Law 2-d, hereby establishes the following Parents' Bill of Rights in regard to student data:

1. A student's personally identifiable information will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for reviewing student records can be found in the Board Policy entitled "Student Records," Policy 5500, Regulation 5500-R;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to encryption, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at [www.nysed.gov](http://www.nysed.gov), or by writing to 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

### Parents' Bill of Rights for Data Privacy and Security

The parent/guardian or eligible student has a right to:

1. Inspect and review the student's education records;
2. Request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent; and
4. File a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations. Complaints may be sent to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.





# WELCOME ABOARD!



**Mrs. Brantner**  
1:1 Teaching Assistant  
Long Term Substitute



**Mrs. Marhefka**  
Fourth Grade  
Teacher



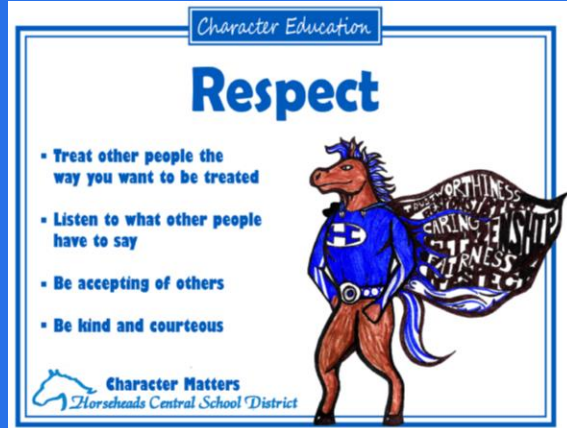
**Mrs. Smith**  
Fourth Grade  
Substitute Teacher (Ms. Shutter)





# "We Succeed Because The Stars Lead!"

## September's Character Trait is:



Our students at Gardner Road are GOLDEN STARS! Each month, our we focus on a different character trait. Students can earn GOLDEN TICKETS by demonstrating the month's trait! Students share their ticket in the main office and they are entered into the Character Education Bingo game. Be on the lookout for these certificates coming home! Students can also earn a GOOD NEWS CALL OF THE DAY if they have gone above and beyond – one student earns this special opportunity each day. Students will learn about all our character traits from our student led Character Education Leadership Team, our social workers, Mrs. Rich and Mrs. Kucmierowski, all building staff and of course, their classroom teacher. We look forward to another great year of character at Gardner Road Elementary School!

## Horseheads Central School District's Mission & Vision:



Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

**EXPLORE**

**EMPOWER**

**EXCEL**



**To report child abuse or neglect  
call toll free  
1-800-342-3720 or  
[ocfs.ny.gov/main/cps](http://ocfs.ny.gov/main/cps)**

## Golden Star Buddies Reminder:

Our school believes all students should follow the golden rule. However, we know that disagreements occur and it is our job to help students through it. We use the following definitions to determine the difference between conflicts and bullying. If any student is involved or sees either, please let a Gardner Road staff member know and they will help you!

### CONFLICT:

- \* occurs in the heat of a moment
- \* is often a difference of opinion
- \* two or more students are upset
- \* does not happen continue
- \* students want a mutual solution



### BULLYING:

- \* intent to cause harm
- \* imbalance of power
- \* repetition - bullies often target the same people
- \* targeted towards a specific individual

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The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Caitlin DeFilippo, director of Human Resources. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Caitlin DeFilippo at One Raider Lane, Horseheads, NY 14845; 607-739-5601, x4211, or [cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com). The Dignity Act Coordinator (DAC) for Gardner Road Elementary is Patrick Patterson. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Patrick Patterson at (607) 739 – 6347.



Office for Prekindergarten through Grade 12 Education  
Child Nutrition Program Administration  
89 Washington Avenue, Room 375 EBA, Albany, NY 12234  
(518) 473-8781 Fax (518) 473-0018  
[www.cn.nysed.gov](http://www.cn.nysed.gov)

**2023-2024 Letter to Parents for School Meal Programs  
Special Provision Options Community Eligibility Provision**

Dear Parent or Guardian:

We are pleased to inform you that all **HORSEHEADS ELEMENTARY SCHOOLS, HORSEHEADS INTERMEDIATE & MIDDLE & PHOENIX ACADEMY** will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2023-2024

**What does this mean for your child(ren) attending the school identified above?**

All students enrolled at any of the following **HORSEHEADS ELEMENTARY SCHOOLS, INTERMEDIATE & MIDDLE SCHOOL & PHOENIX ACADEMY** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any further questions, please contact us at 607-739-5601 ext. 3671.

Sincerely,

Dr. Thomas J. Douglas, Superintendent

607-739-5601

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider



## Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **Horseheads CSD** offers healthy meals every school day. Breakfast costs **\$1.25 grades 9-12th**; lunch costs **\$2.35 grades 9-12**. Your children may qualify for free meals or for reduced price meals. **Students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge. Below are common questions and answers to help you with the application process.**

**\*\*We are pleased to inform you that ALL Horseheads Elementary Schools, Horseheads Intermediate & Middle School & Phoenix Academy in the Horseheads CSD will implement a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2023-2024.**

**What does this mean for your child(ren) attending the school(s) identified above?** All students enrolled at one of the following **Horseheads Elementary Schools, Horseheads Intermediate & Middle School & Phoenix Academy** are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2023-2024 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

**What if I have students at the Horseheads High School?** Please fill out the Free & Reduced application. Be sure your application lists ALL students and household members, regardless of grade.

### 1. WHO CAN GET FREE MEALS?

- All children in households receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), the Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance to Needy Families (TANF), are eligible for free meals. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member.
- Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.
- Children participating in their school's Head Start Program are eligible for free meals.
- Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. Households with children who meet the definition of homeless, runaway or migrant should contact the SFA for assistance in receiving benefits.
- Children may receive free meals if your household's gross income is within the free or reduced price limits on the Federal Income Eligibility Guidelines. Students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
- Your children may qualify for free or reduced price meals if your household income falls at or below the limits on this chart:

2023-2024 REDUCED PRICE INCOME ELIGIBILITY GUIDELINES					
Total Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 26,973	\$ 2,248	\$ 1,124	\$ 1,038	\$ 519
2	\$ 36,482	\$ 3,041	\$ 1,521	\$ 1,404	\$ 702
3	\$ 45,991	\$ 3,833	\$ 1,917	\$ 1,769	\$ 885
4	\$ 55,500	\$ 4,625	\$ 2,313	\$ 2,135	\$ 1,068
5	\$ 65,009	\$ 5,418	\$ 2,709	\$ 2,501	\$ 1,251
6	\$ 74,518	\$ 6,210	\$ 3,105	\$ 2,867	\$ 1,434
7	\$ 84,027	\$ 7,003	\$ 3,502	\$ 3,232	\$ 1,616
8	\$ 93,536	\$ 7,795	\$ 3,898	\$ 3,598	\$ 1,799
*Each add'l person, add	\$ 9,509	\$ 793	\$ 397	\$ 366	\$ 183

2. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced-price meal benefits, an eligible foster child will still receive free benefits.
3. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **Kelly Squires at 607-739-5601 ext 4300 or [ksquires@horseheadsdistrict.com](mailto:ksquires@horseheadsdistrict.com)** see if they qualify

4. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the district food service office and speak to Rob Cole at 607-739-5601 ext 3671 if you have questions.
5. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and carried over for the first 30 operating days of this school year (or until a new eligibility determination is made, whichever comes first). You must send in a new application unless the school told you that your child is eligible for the new school year. If you do not send in a new application that is approved by the school or you have not been notified that your child is eligible for free meals, your child will be charged the full price for meals.
6. **I GET WOMEN, INFANTS AND CHILDREN (WIC) BENEFITS. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced-price meals. Please fill out an Application for Free and Reduced Price School Meals/Milk.
7. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes. We may also ask you to send written proof of the household income you report.
8. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed or who experiences financial hardship mid-year may become eligible for free and reduced-price meals if the household income drops below the income limit.
9. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. **You also may ask for a hearing by calling or writing to: Dr. Thomas Douglas, Superintendent of Schools, Horseheads CSD 607-739-5601**
10. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You, your child(ren), or other household members do not have to be U.S. citizens to qualify for free or reduced-price meals.
11. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
12. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
13. **WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY?** Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
14. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

**How to Apply:** To get free or reduced price meals for your children, carefully complete one Application for Free and Reduced Price School Meals/Milk, following the instructions on the form, for your household and **return it to the designated office listed on the application**. All household members and children should be listed on one application.

- If you receive SNAP or TANF benefits or participate in the FDIPIR, the application must include the children's names, the household SNAP, TANF or FDIPIR case number and the signature of an adult household member.
  - Contact your local Department of Social Services for your SNAP or TANF case number, if necessary.
  - No application is necessary if the household was notified by the School Food Authority that their children have been directly certified based on Assistance Program participation. If the household is not sure if their children have been directly certified, the household should contact the school.
- If you do not list a SNAP, TANF or FDIPIR case number for any household member, the application must include the names of everyone in the household, the amount of income for each household member, how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number or check the box if the adult does not have a social security number.
- **An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** We will let you know when your application is approved or denied.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Meal Service to Children with Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. **If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.**

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA. **The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian.**

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, disability or limited English proficiency.

**If you have other questions or need help, call 607-936-3704**

Thank you,  
Joseph Kilmer  
GST BOCES Food Service Director

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



## FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

**Examples of gross income are:**

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:

Rob Cole, Food Service Management  
607-739-5601, ext. 3671

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

F \_\_\_\_ R \_\_\_\_ D \_\_\_\_

**2023-2024 Application for Free and Reduced Price School Meals**

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call 607-739-5601, ext. 3671 if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** **Rob Cole, Horseheads Food Service Office**  
**950 Sing Sing Road**  
**Horseheads, NY 14845**

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

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

2. SNAP/TANF/FDPIR Benefits:

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

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

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

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

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

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

Total Household Members (Children and Adults)



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

I do not have a SS# ☐

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

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

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

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

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

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

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

Ethnicity: ☐ Hispanic or Latino ☐ Not Hispanic or LatinoRace: ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Island ☐ White**DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY****Annual Income Conversion (Only convert when multiple income frequencies are reported on application)****Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12**☐ SNAP/TANF/Foster☐ Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_☐ Free Meals ☐ Reduced Price Meals ☐ Denied/Paid

Signature of Reviewing Official \_\_\_\_\_

Date Notice Sent: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to the person listed on the front of this application.

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

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

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

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

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

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

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

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

### USE OF INFORMATION STATEMENT

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

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

### DISCRIMINATION COMPLAINTS

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)



# Horseheads Central Schools 2023-2024 School Calendar

^ Early Dismissal Drill

*Final Agreed Draft HCSD and HTA 1/30/23 - Pending any changes due to Covid - 19*

SEPTEMBER						
S	M	T	W	T	F	S
AUG	28	29	30	31	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

OCTOBER						
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				

NOVEMBER						
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		

DECEMBER						
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
24-31	25	26	27	28	29	30

JANUARY						
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			

FEBRUARY						
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		

MARCH						
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
24-31	25	26	27	28	29	30

APRIL						
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				

MAY						
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	

JUNE						
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
23-30	24	25	26	27	28	29

## School Not in Session:

Labor Day	9/4
Columbus Day	10/9
Veterans Day	11/10
Thanksgiving Recess	11/22-11/24
Winter Recess	12/22-1/2
Martin Luther King, Jr Day	1/15
President's Day Recess	2/19-2/23
Good Friday Recess	3/29-4/1*
Spring Recess	4/22-4/26*
Memorial Day Recess	5/24-5/27*
Juneteenth	6/19

\* Pending days utilized for school closures.




## Parent/Teacher Conference

11/3/23 (½ Day PM Off - Pre K – 6<sup>th</sup> Only)  
11/9/23 (½ Day PM Off - Pre K – 6<sup>th</sup> Only)  
11/17/23 (½ Day PM Off - Pre K – 6<sup>th</sup> Only)

## ½ Days (AM)

6/21/24 (Pre-K – 8<sup>th</sup> Only)  
6/24/24 (Pre-K – 8<sup>th</sup> Only)  
6/25/24 (Pre-K – 8<sup>th</sup> Only)  
6/26/24 (Pre-K – 8<sup>th</sup> Only)

## LEGEND

	<b>Conference Days</b> (8/29, 8/30, 10/20, 1/29, & 3/18)
	<b>Schools Closed*</b>
	<b>Regents Exams</b>

The district will communicate to residents and staff about any calendar adjustments needed due to excessive closure days by April 19, 2024 (per contractual obligations). Please be aware, if the district needs to make up school days\*\*, the priority of make-up days will be as follows, unless modifications to the below schedule are needed:

1 <sup>st</sup> Make Up Day	4/1/24
2 <sup>nd</sup> Make Up Day	5/24/24
3 <sup>rd</sup> Make Up Day	4/26/24
4 <sup>th</sup> Make Up Day	4/25/24
5 <sup>th</sup> Make Up Day	4/24/24
6 <sup>th</sup> Make Up Day	4/23/24
7 <sup>th</sup> Make Up Day	4/22/24

\*\*The district has the potential for closure days built into the calendar (all pending total # of hours and Days required by NYSED and state attendance regulations).

**First Day of School PreK - 12th:**

Tuesday, September 5, 2023

**Last Day for Students:**

Wednesday, June 26, 2024

**Last Day for Teachers:**

Friday, June 28, 2024

# Gardner Road Elementary: Kindergarten - 4<sup>th</sup> Grade

2023 - 2024

## Student Drop-Off: 7:40 AM – 8:15 AM

- Please follow the markings on map below for the direction of travel in the parking lot. All students will enter the side entry door near the gymnasium.
  - Five - six vehicles should be prepared to unload at one time once you are long the sidewalk area.
  - Please have your child ready to exit the vehicle as quickly and safely as possible on the passenger side.
  - If you are going to walk your child in, please park in in the spots labeled below and walk your child all the way to the sidewalk.
  - FYI: The busiest times for morning drop-off are typically between 7:40 – 7:50 and 8:00 – 8:05.
  - There should be no drop off or parking in the main lot as we need to keep this area open for busses.
- The students will walk to the following locations to wait until the 8:00 bell rings to go to class:
  - Library: Kindergarten and First Grade
  - Gym: Second and Third Grade
  - Auxiliary Café (Room 303): Fourth Grade
- Students will be marked tardy if they are not in their classroom at 8:15.

## Morning Drop- Off Routine



## **Student Pick-Up: 2:27 PM – 2:40 PM**

- Please know that we will have about double the cars picking up in the afternoon. Please park in the designated locations as identified below.
  - Auxiliary Cafeteria Pick Up (Last name A - K)
  - Gymnasium Pick-Up (Last name L - Z)
- Please note that the cafeteria entrance we have used in the past is under construction. There is no access to the building at this location due to construction.
- At 2:25, please walk to your child's pick-up location.
- Be prepared to sign out your child and ready to show ID.

### **Aux. Cafeteria Pick Up Location:**

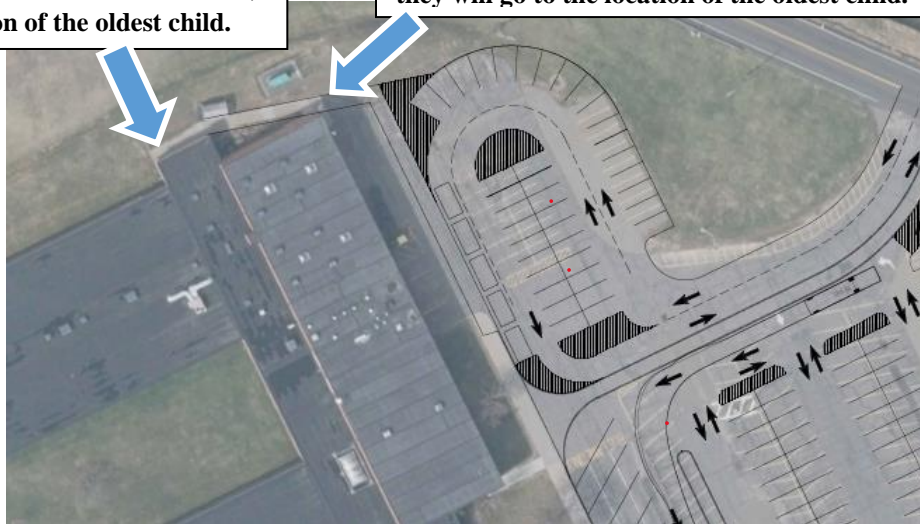
#### **Last Name A - K**

**\*If you have children with different last names, they will go to the location of the oldest child.**

### **Gymnasium Pick Up Location:**

#### **Last Name L - Z**

**\*If you have children with different last names, they will go to the location of the oldest child.**





## Student Photographs

Throughout the year, our school and district may photograph, videotape, and/or interview students for its publications or broadcasts, which include school and district newsletters, videos, and social media. Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues. These stories will also appear on the media's websites and social media platforms.

Please complete and return the form below to the Main Office if you **DO NOT wish your child to be photographed or videotaped for school publications or by the media.**

Note that we will still publish student photographs in school yearbooks.

### *Student Photos*

I DO NOT wish to have my child photographed or videotaped while in school.

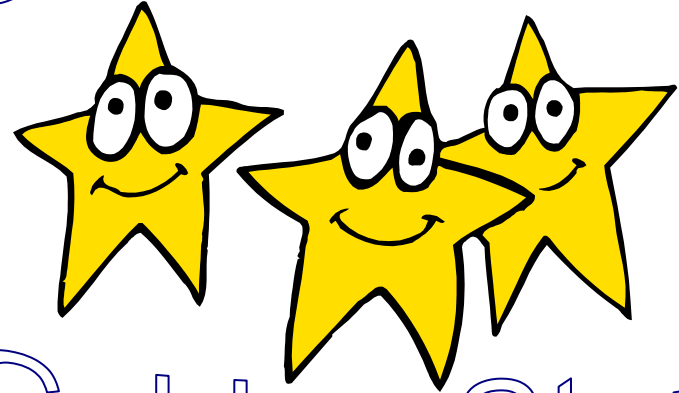
Child's Name \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Gardner Road



Golden Stars

## **Handbook of Policies and Procedures**

**2023 - 2024 School Year**

**Please remove the cover, sign and return to school.**

We have reviewed the Gardner Road Elementary School Handbook and understand the importance of following the guidelines and leading by example.

---

Parent/Guardian Signatures

---

Student Signature

## Horseheads Central School District's Mission & Vision:

Horseheads Central School District sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing



**Explore Empower Excel**

## THE BIG

# 5

- **BE HONEST.**
- **SHOW UP ON TIME.**
- **BE READY FOR WORK.**
- **BE WILLING TO LEARN.**
- **MAINTAIN A GOOD ATTITUDE.**

## Internet Acceptable Use Policy

In order to foster appropriate use of instructional technology at Gardner Road School, students are expected to comply with the District Policy and Regulations. These rules include:

1. You will not reveal your password to anyone. You will not use or attempt to use anyone else's password.
2. You will not use the system for illegal purposes, such as threatening another person, or arranging for the sale or purchase of illegal items.
3. You will not violate the rules of computer etiquette.
4. You will not intentionally access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, **you must immediately tell your teacher or the person designated by the District.**
5. You will not change computer files that do not belong to you.
6. You will not plagiarize from the Internet.
7. You will not download files without permission from a supervising teacher.
8. You will not use your account for personal financial gain. This means you may not offer, provide or purchase products or services through the internet.

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to Megan Collins, Title IX/DASA Coordinator and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

The Dignity Act Coordinator (DAC) for Gardner Road Elementary is Patrick Patterson. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Patrick Patterson at (607) 739 – 6347. The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins. Mrs. Collins may be reached at One Raider Lane, Horseheads,

## Gardner Road Handbook of Policies and Procedures

**2023 - 2024**

Dear Students, Parents, and Guardians...

The mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.

At Gardner Road Elementary School, we succeed because the stars lead. It is through high expectations for behavior and academics, that our learners today become leaders tomorrow.

This handbook provides our students with the necessary guidelines to create an environment within which everyone can thrive and achieve his/her highest potential.

Please take the time to review this handbook with your student and discuss the importance of leading by example.

Please sign the form on the front cover and return it to school with your child.

Thank you,

The Gardner Road Staff





## **Welcome to Gardner Road Elementary School.** **Where we succeed because the STARS Lead.**

Student supervision begins at 7:40 a.m., when students are allowed to enter the cafeteria through the outside cafeteria doors. Students should not arrive before that time, as there is no adult supervision. At 8:00 a.m. the front doors open and students are permitted to enter the building. Students who eat breakfast at school should report to their classrooms prior to going to the cafeteria. Students must be in their room no later than 8:15 a.m. as that is the tardy bell. Dismissal begins at 2:25 p.m. Students may be picked up in the cafeteria or gym based off the assigned location.

### **Behavioral Expectations**

In order to create a nurturing environment which promotes excellence, growth, and a sense of civic responsibility, the following behavioral expectations must be followed by students.

#### **To be a STAR student, we must:**

**S**—Stay Safe  
**T**—Take Responsibility  
**A**—Always Do Our Best  
**R**—Respect Others

#### **Follow our character traits of:**

**Respect** - September and March  
**Responsibility** - October and April  
**Citizenship** - November and May  
**Caring** - December and June  
**Fairness** - January and July  
**Trustworthiness** - February and August



#### **Students are also expected to follow the Big 5**

1. Be Honest
2. Be On Time
3. Be Ready To Work
4. Be Willing To Learn
5. Maintain a Good Attitude

## **Code of Conduct**

In order to provide a safe and orderly environment, the following incidents will be dealt with in accordance to the District Code of Conduct policies. The consequences may include, but are not limited to, lunch detention, office detention, conference with the principal and suspension from school.

- ⇒ Any threat to harm another person.
- ⇒ Physical confrontation.
- ⇒ Possession of items that could be potentially dangerous.
- ⇒ Possession of drugs.
- ⇒ Bomb threat or false fire alarms.
- ⇒ Continuous disruption of the learning environment.

In support of the Horseheads Code of Conduct, we will adhere to the district's **Dress Code** states that "a student's makeup, nails, hair, jewelry and clothing must be safe, and **not disrupt or interfere with the educational process**".

1. **Footwear must not be a safety hazard. Sandals should have backs on them.** This is important for this age level.
2. Underwear must be completely covered by the clothing.
3. "Tube tops, net tops, halter tops, spaghetti straps, low-cut necklines (front or back), midriff baring or see-through."
4. No head covering should be worn, except for medical or religious reasons.
5. All clothing should use appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs, or other illegal or violent activities.

If a student is in violation of the dress code, parents will be notified and will either be asked to pick up their child or bring in a change of attire to rectify the situation.

### **Playground Expectations**

In order to create a safe and enjoyable playground environment, students are expected to:

- S** - Stay Safe                      -follow rules    -follow directions
- T** - Take Responsibility        -stay in area    -listen to teacher
- A** - Always Do Our Best       -use equipment appropriately
- R** - Respect Others    -play nice            -keep hands to self

Please do not bring in items that that could be considered dangerous or potentially used as a weapon such as: hardballs, bats, lacrosse sticks, skateboards, skates. No electronic devices allowed on the playground.

### **Assembly Manners**

In order to create an environment that is polite, respectful and receptive to the performance provided, students are expected to:

- S** - Stay Safe                      -follow rules    -arrive appropriately
- T** - Take Responsibility        -stay in area    -be a leader
- A** - Always Do Our Best       -think, learn and listen
- R** - Respect Others    -be kind            -keep hands to self

### **Homework**

Gardner Road believes homework extends learning, can be a review of skills, and may include reading, written and non-written work. Homework may be given at each grade level to build responsibility and consistency across all grade levels. Parents/guardians should check for completion nightly. Individual grade levels, as well as individual teachers, have further specifications to this policy. If your child consistently struggles with homework, please contact your child's teacher.

### **Homework while on Vacation:**

Before making vacation plans, please consult the school calendar if possible. If parents decide to take their child out of school for vacations, please notify the classroom teacher and the main office. These absences are considered unexcused; therefore, the work shall be requested and made up upon return. Parents are encouraged to have their child practice math facts, read, and write in a journal during their absence from school.

### **Please Consider The Following:**

Parents can help our students take advantage of the entire learning day by scheduling appointments after school hours. However, we do understand that this is not always possible.

We understand that children enjoy having classmates attend birthday and holiday parties. We ask that invitations for these parties not be distributed at school, unless all boys or all girls in the class will be invited. Your cooperation and understanding, in this matter, is greatly appreciated.

Birthdays are exciting times for our students and celebrating them with classmates makes them even more special. Snacks are permitted and should be arranged with the classroom teacher a few days in advance. **Please provide snacks that are easy to distribute such as cupcakes, cookies, munchkins, pre-cut cookie cake. Napkins are appreciated. Please no treat bags. Please be aware that we have several students with food allergies and precautions to keep them safe must be taken.**

No electronic devices are permitted at Gardner Road between drop off in the morning and pick up in the afternoon (7:45—2:30). If these items are brought to school, they must remain in the child's backpack throughout the school day.

Visitors to the school must sign in and wear a visitor's badge. Only visitors that have made prior arrangements with a teacher will be permitted to visit a classroom during the school day. Thank you for helping us limit distractions to the learning environment.

## **Cafeteria Expectations**

We want students to enjoy a quiet and peaceful lunch with friends. For this to occur, a few behavioral expectations are required.

### **Remember to be STAR student.**



#### **S - Stay Safe**

-stay seated    -keep body and food to self

#### **T - Take Responsibility**

-clean up    -follow directions

#### **A - Always Do Our Best**

-help others    -use manners

#### **R - Respect Others**

-inside voice    -be kind

**Remember that some students have food allergies. This means that we should not share food.**

Lunches can be prepaid with a check or on-line through Pay Schools (access via [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)). Please do not send large amounts of money with your student, as we can not be responsible if it is lost or stolen.

If children finish eating before the end of the lunch period, they may participate in appropriate activities such as:

- Reading a good book
- Finishing classroom assignments
- Playing educational games
- Coloring

Students may bring only classroom provided materials to use during lunch. Please do not send items from home.

When a student's behavior does not meet expectations, the cafeteria monitor may:

1. Give a verbal or nonverbal warning regarding the behavior.
2. Change student seating at the cafeteria table.
3. Place the student at a desk in the cafeteria.
4. Contact the teacher or principal to have the student removed from the cafeteria.

Welcome to  
Gardner  
Road where  
you are a  
Golden Star!



**Gardner  
Road PTO**

# **WELCOME BACK**

## **Ice Cream Social**

**September 8, 2022**

**5-7PM**

**Come join us at the Intermediate  
School Playground. Get to know  
other families in our school  
community!**

**FREE Family event**

**Hosted by the Gardner Road PTO**







# Kindness KICKOFF

## Family Connection

PurposeFull  
People

### Welcome!

Dear Family,

We are excited to tell you that we will be using **PurposeFull People** this year, a program that teaches skills to help students be successful in school and in life.

We believe that students should have safe, predictable places to learn where they feel included. Students should have healthy and helpful connections with teachers and classmates. They should also experience learning that will help them tackle challenges inside and outside of school. PurposeFull People is more than a set of lessons - it is a partnership between schools and families to create a place where students feel like they belong and learn skills that will help them be the best they can be!

The path forward is full of growth! We cannot wait to partner with you in this work...

- To teach students how to build strong friendships
- To work together to solve problems, big and small
- To grow skills for life
- To become PurposeFull People

### Conversation Starters



- What does Kindness mean to you?
- What is something Kind you did for someone else today?

### Kindness Overview

Our world needs more Kindness! That's why Kindness is how we are starting the school year. Our definition of Kindness is acting with understanding, generosity, and care. You'll hear a lot about Kindness this year because it is also 1 of our **3 outcomes**:

- **Be Kind**: Teaching social skills like listening, friendship, solving conflicts, and leadership. These skills are taught alongside **Empathy, Respect, & Cooperation**
- **Be Strong**: Skills that help students focus, stay organized, and set goals. These skills are taught alongside **Responsibility, Courage, & Perseverance**
- **Be Well**: Skills that help students handle their emotions and deal with stress. These skills are taught alongside **Gratitude, Honesty, & Creativity**



• ANNE FRANK •

*Character Strong*



# Kindness KICKOFF

Family Connection

PurposeFULL  
People

## PurposeFull Pursuits

Each month, we'll send PurposeFull Pursuits to provide fun challenges you can pursue together! These are simple ways to intentionally reinforce the skills we are working on at school, while providing fun strategies to grow together as a family. We invite you to make some memories and join in the fun!



### Pursuit #1

Review Kindness as a family! Remember that Kindness is acting with understanding, generosity, and care. Schedule a family movie night so that you can specifically watch for different ways people show Kindness. Let everybody know that you'd like them to point out examples of how the characters show Kindness as you watch the movie. Be sure to pause periodically to discuss the examples of Kindness you see. You could also talk about missed opportunities for Kindness and what you might have done differently!

### Pursuit #2

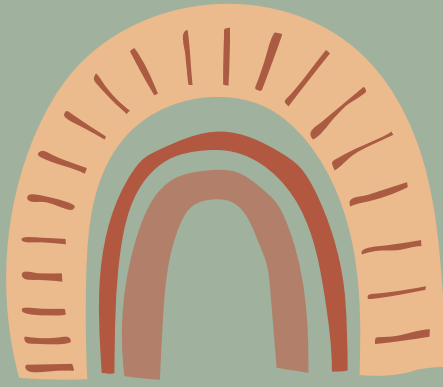
Find a time to sit in a circle together and celebrate a Kind beginning of the school year! If you want, gather some favorite snacks and play some celebratory music for the occasion. Take turns sharing responses to the following prompts or make up your own! Remember to practice Kindness as you listen to each other.



#### Celebration Prompts:

- What is 1 way a family member has shown you Kindness this week?
- What is 1 way you want to grow in Kindness toward others this school year?





# School Social Work



What, Where, Why, How, Who



## WHAT IS SCHOOL SOCIAL WORK?

- Identify biological, psychological, cultural, economic, and environmental factors that affect student learning.
- Implement appropriate school intervention and prevention programs in response to demonstrated need.
- Offer classroom management strategies to generate positive academic results.
- Provide resources and information to families and facilitate referrals to community agencies.

## WHERE ARE SERVICES RECEIVED?

- ✓ Services are received at the school with the school social worker.
- ✓ Services may be in the classroom ("push-in") or in the Social Worker's office in an individual or group session.

## WHY SCHOOL SOCIAL WORK IS IMPORTANT?

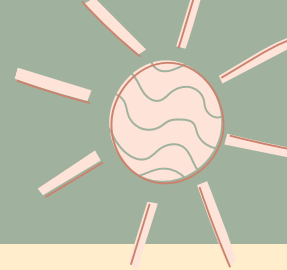
- Enhance a district's ability to meet its academic mission, by maintaining and enhancing the social-emotional functioning of student learners.
- Promote the development of a school environment that supports a sense of connectedness and empowerment that benefits the student, the school, and broader community.
- Link students and families to community services to promote student success.
- Bring their specialized skills, abilities, and a systems perspective to act as a consultant to teachers, parents, and others to facilitate the understanding of how factors in the home, school, and community affect student learner outcomes.

## HOW TO RECEIVE SERVICES?

A parent and/or teacher raises a concern regarding the child's social-emotional needs.

A meeting may be called with other school personnel and the family.





### **WHO RECEIVES SESS?**

In collaboration with school personnel and the family, it is determined that the child's social-emotional needs are negatively impacting their academic success and learning.

A child may or may not have an IEP or 504 Plan

### **WHO ARE THE SOCIAL WORKERS?**

#### **Rachael Rich, LCSW**

Rachael has been with Gardner Road since 2019. Rachael has professional experience with Childhood Trauma, Behavioral Difficulties and Family Relationships.

Email: [rrich@horseheadsdistrict.com](mailto:rrich@horseheadsdistrict.com)

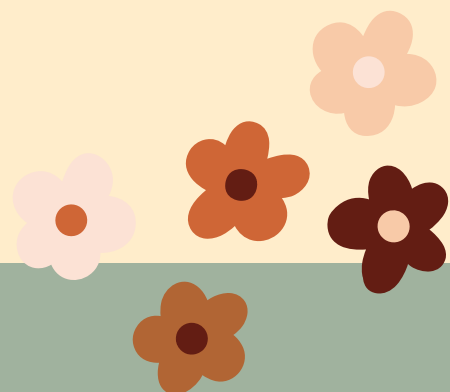
Phone: 607-739-6347 ext. 6740

#### **Lyndsay Kucmierowski, LMSW**

Lyndsay joined the Gardner Road team in March 2023. Lyndsay comes with experience professionally working within Early Childhood as well as a mental health therapist primarily working with children and adolescents.

Email: [lkucmierowski@horseheadsdistrict.com](mailto:lkucmierowski@horseheadsdistrict.com)

Phone: 607-739-6347 x 6310





## Report to PARENTS

# 7 Strategies to Help Kids Start the School Year Strong

A strong foundation as the school year begins sets the tone for the rest of the school year. As children gear up to head back to school, families can use these strategies to get their kids excited for school and start the year strong.

- 1. Validate Feelings:** Whether students are starting a new grade or a new school, it can be scary. Give kids the opportunity to share their feelings about starting school, and validate these feelings by letting them know it's normal to feel that way.
- 2. Focus on the Positive:** Starting something new can cause anxiety for kids and adults alike. Help children make a list of fun things they're looking forward to during the school year.
- 3. Set Goals:** Having goals set ahead of the school year for the first few weeks helps them feel accomplished and more confident. Make goals unique to your child, but general ideas include finding a club or an activity to be part of, introducing themselves to one student they don't know, or reading a book in the first month or quarter of the school year.
- 4. Visit the School:** Many schools offer tours of the school or open houses for new students. Take advantage of this to help your child become familiar with a new building or classroom and how to navigate the school.
- 5. Meet With Teachers:** When students can meet their teachers ahead of the



school year, it'll make them feel calmer when they show up for school the first day. Have your child write a "hello note" to their teacher that lets them introduce themselves and start building the connection that is so important to their success during the school year.

- 6. Connect With Friends:** Get your child together with friends, including new friends who will be in class with them, to talk about how they all feel about starting the new year. Have them take turns sharing what they're looking forward to the most and what hesitations they might have.
- 7. Set Up Accommodations and Specialized Services:** Individualized and equitable learning is a top priority in schools. This means that your child has access to individualized learning programs and specialized accommodations to help them learn in ways that maximize success for them. Connect with the school district or the school's administrators to set up these accommodations and services before the school year begins.

## Report to PARENTS

# Building Social and Emotional Skills at Home

Educators help students learn all sorts of new things, including social and emotional skills. Social-emotional learning helps kids:

- Develop healthy identities;
- Manage emotions and achieve personal and collective goals;
- Feel and show empathy for others;
- Establish and maintain supportive relationships; and
- Make responsible and caring decisions.

Here are six ways you can help your child develop social and emotional skills to bridge learning from the classroom to the home.

- 1. Encourage connection.** Over summer and during the school year, encourage your child to check in with friends and family in person, via video chat, or over text. Especially if your child tends to experience social anxiety, a little regular practice connecting with others can go a long way. After the playdate, check in with your child. These quick conversations can be a helpful learning experience for your child.
- 2. Think out loud.** When your child hears your thinking process, it helps them understand how to cope with frustration and solve problems.
- 3. Read bedtime stories.** This end-of-the-day routine is an ideal time for talking about feelings. Discuss the characters



and events in the story. Invite your child to share their thoughts and feelings by asking questions.

- 4. Work together.** Instead of asking your child to do a chore alone, do it with them. Together, you might fold laundry, set the table, rake leaves, or paint a room. Help them join in by shortening the handle of a broom to make it child-size or providing a small paintbrush or roller.
- 5. Play games.** Card and board games and outdoor games such as tag or hopscotch offer built-in opportunities for helping children learn to take turns, cooperate, handle frustration, and more. While playing games together, focus on fun instead of winning or losing.
- 6. Have fun with emojis and memes.** Get your child together with friends, including new friends who will be in class with them, to talk about how they all feel about starting the new year. Have them take turns sharing what they're looking forward to the most and what hesitations they might have.

# Horseheads Central School District Code of Conduct

The following is a shortened version of the district's Code of Conduct, as required by New York State SAVE legislation of 2000. For a copy of the complete code, visit the district's web site at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com) or call 739-5601, x4201.

## Introduction

The Horseheads Central School District Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parents and other visitors is essential to achieving this goal.

The board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the board adopts this Code of Conduct.

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors, when on school property or attending any school function (whether on or off campus), including, but not limited to athletic events, extra-curricular activities, academic programs and programs that highlight the arts. Additionally, students who participate in athletics or extra- or co-curricular activities are expected to adhere to all aspects of this policy at all times and may be disciplined (including a suspension from their athletic team or extra- or co-curricular activity) for conduct which violates this Code, even if the conduct occurs at a non-school event. Students engaged in athletics are also expected to adhere to the Athletic Code of Conduct, which is attached as an appendix to the Code of Conduct.

## Student Rights

The district is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly and civil school environment, all district students have the right to:

1. Take part in all district activities on an equal basis regardless of race, color, weight, creed, national origin, religion, gender (including gender identity and gender expression) or sexual orientation, disability, or any other protected class under state and federal law.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

## Student Responsibilities (Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship)

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions (e.g., in accordance with the Code of Conduct or any other applicable instructions for school events).
10. Accept responsibility for their actions.

11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Use District property, including district technology, according to established guidelines and rules.

### **Student Dress Code**

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

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief or revealing garments that may be offensive to others and disruptive to education are not appropriate. For example, stomach, lower back, pelvis and buttocks, and chest must be completely covered and shirts must not be strapless. The following is a non-exhaustive list of clothing that are not allowable: tube tops, bralettes, crop tops, shirts that are open or cut on the sides, clothing items that are see-through, and pants that do not fit around the waist and need to be held up with a hand.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that poses a safety hazard in the instructional setting will not be allowed.
5. Comply with the rule that hats, hoods, bandanas, visors, or other head coverings which obscure a student's identity, may not be worn inside school buildings during regular school instructional hours, except for a religious or approved medical purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Student-athletes shall wear attire appropriate to their athletic activity for practice and competition outside of the instructional day. The athletics program shall enforce appropriate expectations.

Each building principal or his or her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

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

### **Prohibited Student Conduct**

A student shall be subject to disciplinary action in relation to the following:

- A. Engage in conduct that is disorderly, insubordinate or disruptive. Examples of such conduct include, but are not limited to:
  1. Disrespecting staff.
  2. Failure to comply with the directions of a teacher, administrator or other school employee.
  3. Violation of the district's dress code.
  4. Lateness for, missing or leaving school or class without permission from or an excuse given by a faculty member, staff member, or other authorized person.
  5. Any willful act which disrupts the normal operation of the school community.
  6. Disrupting the educational process.



7. Interfering with the teacher's authority over the classroom.
8. Issuing disruptive or harassing electronic communications ("cyberbullying"), even if the communication did not originate from the District or through District servers.
9. Engaging in any act of discrimination, sexual harassment, bullying, and/or harassment as defined in this Code.
10. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, sexual harassment, harassment, bullying and/or discrimination.

B. Engage in conduct that endangers the safety, morals and health and welfare of others.

1. Stealing, lying, cheating, plagiarism, other acts of dishonesty, or unauthorized use of artificial intelligence (AI) or similar technology.
2. Written, verbal, or physical intimidation.
3. Fighting or causing physical harm to another.
4. Using in either words, clothing, signs, or actions profane, lewd, vulgar, abusive language, words, messages, or behavior (electronic or otherwise) which may incite or offend another person.
5. Vandalizes school property or the property of a student or staff member.
6. Violates the civil rights of another student.
7. Engaging in acts of harassment as defined in the Code of Conduct and/or in the district's Sexual Harassment Policy and Regulation, its Racial Harassment of Students Policy and Regulation, or its Dignity for all Students Act Policy and Regulation.
8. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on school property or at a school function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, any type of "powdered alcohol," and cider having alcoholic content. When a student creates a look-alike situation by presenting a substance as an alcoholic beverage, the District's reaction will be the same as if an actual alcoholic beverage was present.
9. Being under the influence of, or the use, possession, sale, distribution, or gift of any illegal or controlled substance or any instruments for the use of such illegal or controlled substances such as, but not limited to, a pipe, syringe, vaping devices, vaping cartridges, or other paraphernalia, while on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, e-liquids, including propylene glycol (liquid nicotine), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, marijuana, over-the-counter drugs or prescription medication on school property when not in compliance with the medication policy, look-alike or "counterfeit" drugs, and any substances commonly referred to as "designer drugs." When a student creates a look-alike situation by presenting a substance as an illegal or controlled substance, the District's reaction will be the same as if the actual substance was present. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question. All medication must be administered through the school health office.
10. Possession or use of or threatening to use, or displaying what appears to be, a weapon as defined in Section II of the full Code of Conduct on school property or at a school function.
11. Falsely reporting an emergency or tampering with safety or security equipment.
12. Selling, using or possessing obscene material.
13. Use or possession of tobacco products or cannabinoids (marijuana) on school property or at a school function. Tobacco products shall include, but not be limited to, vapor pens (and any material used in vapor pens or similar devices), electronic cigarettes or any nicotine dispensing product, chewing tobacco, snuff, cigarettes, cigars, or loose tobacco.
14. Acting as a violent student as defined in Section II of the full Code of Conduct.
15. Engaging in any act of discrimination or harassment as defined in this Code.
16. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, harassment, bullying and/or discrimination.
17. Indecent exposure, including exposure to the private parts of the body in a lewd or indecent manner.

## **Reporting Violations**

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

Any student, parent or other family member, or visitor may report an incident of discrimination, bullying and/or harassment. Reports may be made to any staff member, including Dignity Act Coordinators, administrators, teachers, and school counselors. In the event that a report is made to a staff member other than a Dignity Act Coordinator, such staff member shall immediately inform a Dignity Act Coordinator of the report. All District employees who have contact with students are required to report incidents of discrimination, bullying and/or harassment when the individual witnesses or receives reliable information regarding any such incident. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the extent possible.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner after a prompt and thorough investigation. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The building principal or his or her designee must notify the appropriate school resource officer or local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school, including but not limited to incidents of harassment, bullying and/or discrimination which may constitute a crime, as soon as practical after the building principal determines that the violation occurred. The notification may be made by telephone, followed by a written notification on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

## **Disciplinary Penalties, Procedure and Referrals**

As a general rule, discipline is progressive in nature. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the administration reserves the right to escalate the penalty based on the severity of the conduct at its discretion.

### **Penalties**

Students who are found to have violated the district's code of conduct may be subject to the following penalties, either alone or in combination: verbal warning, written warning, written notification to parent, detention, suspension from transportation, suspension from athletic participation, suspension from social or extracurricular activities, suspension of other privileges, including district technology or web servers, in-school suspension, removal from classroom by teacher, short-term (five days or less) suspension from school, long-term (more than five days) suspension from school, permanent suspension from school.

### **Procedures**

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than a verbal warning, written warning, written notification to their parents or detention occurring during the school day at a non-instructional time are entitled to additional rights before the penalty is imposed. These additional rights are explained in the complete Code of Conduct.

## **Discipline of Students with Disabilities**

The board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required to applicable laws and regulations.

This code of conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

## **Student Searches and Interrogations**

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda-type” warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the board authorizes the superintendent, building principals, and district security officials to conduct searches of students and their belongings (including consumables, a student’s cell phone or a student’s car that is on school property) if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the district code of conduct.

An authorized school official may conduct a search of a student’s belongings (including consumables) that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings (including consumables, a student’s cell phone or a student’s car that is on school property or at a school function) based upon information received from a reliable informant. Individuals, other than the district employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that violated the law or the district code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever possible, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

## **Student Lockers, Desks and other School Storage Places and Consumables**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places, or email or computer accounts, including storage devices (i.e. CDs, disks, flash drives, etc.). Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

Additionally, students should be aware that any consumable items (food or beverages) are subject to search and inspection by the Administration.

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

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students if they have

a search or an arrest warrant; or probable cause to believe a crime has been or is being committed on school property or at a school function; or been invited by school officials.

The principal or designee will be present during any police questioning or search of a student on school property or at a school function. Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school.

### **Visitors to the Schools**

Since schools are a place of work and learning, certain limits must be set for visits by parents and other persons or agencies. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the district has adopted a visitor policy in Policy 1240 Visitors to the Schools. See that policy for specific rules as to school visits.

### **Public Conduct on School Property**

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

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

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

### **Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, disability, or any other protected class under state and federal law.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances including, but not limited to, TCH, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers (on active duty) or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Commit any willful act which disrupts the normal operation of the school community.

## **Penalties**

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

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Depending upon the severity of the violation, future access to school property and events may be restricted.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

## **Enforcement**

The building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The district shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the district reserves its right to pursue a civil or criminal legal action against any person violating the code.




The board of education will review this code of conduct every year and update it as necessary.



# September 2023



## HORSEHEADS ELEMENTARY GRADES PK-4TH

Monday	Tuesday	Wednesday	Thursday	Friday
		<b>JOIN US FOR NY MENU DAY!</b> See menu for details		1
4 	5 Chicken & Orange Sauce w/Rice <b>NY Hot Dog on a Roll</b> Steamed Broccoli	6 Chicken Alfredo w/Bread Cheeseburger on a Roll Steamed Broccoli <b>Fresh Baby Carrots</b> Homemade Fruit Crisp	7 Chicken Soft Taco w/Rice Bean Taco w/Rice Chicken BLT Salad w/Bread Choice Golden Sweet Corn Refried Beans	8 Buffalo Wing Pizza Pepperoni Pizza Crispy Fish Filet Sandwich Sliced Carrots
11 Philly Cheese Steak Sub Baked Crispy Chicken Sandwich Green Beans Oven Fries	12 Toasted Cheese Sandwich Chicken Ranch Wrap Hot Tomato Soup Sliced Carrots	13 <b>NY MENU DAY!</b> <b>NY Hot Dog on a Roll</b> <b>Fresh NY Broccoli Salad</b> <b>Fresh NY Cucumber Slices w/Ranch</b> Baked Beans <b>Fresh Watermelon!</b> <b>NY Juice!</b>	14 Beef or Bean Nacho Grande w/Rice Chicken Caesar Salad w/Bread Choice Golden Sweet Corn Refried Beans	15 Pizza Dunkers w/Marinara Sauce Tuna Salad Sub Sliced Carrots
18 Baked Mozzarella Sticks w/Pasta & Sauce Breaded Chicken Drumstick w/Breadstick Sliced Carrots	19 Sesame Chicken w/Rice <b>NY Hot Dog on a Roll</b> Steamed Broccoli	20 <b>Homemade NY Macaroni &amp; Cheese</b> w/Bread Italian Meatball Sub Green Beans <b>Fresh Green Pepper Strips!</b> Homemade Fruit Crisp	21 Chicken Soft Taco w/Rice Bean Taco w/Rice Chicken BLT Salad w/Bread Choice Golden Sweet Corn Refried Beans	22 <b>Cheese Pizza Crunchers w/Marinara Sauce</b> Crispy Fish Filet Sandwich Sliced Carrots
25 Chicken Philly Sub Ultimate Cheese Breadstick w/Marinara Sauce Sliced Carrots Oven Fries	26 Turkey & Gravy w/Bread Ham & Cheese Deli Wrap Mashed Potatoes w/Gravy Green Beans	27 Cheese Ravioli & Marinara Sauce w/Bread Authentic Pulled Pork Sandwich Steamed Broccoli <b>Fresh Cucumber Slices!</b> Cinnamon Applesauce Jello	28 Beef or Bean Soft Taco w/Rice Chicken Caesar Salad w/Bread Choice Golden Sweet Corn Refried Beans	29 Pizza Dunkers w/Marinara Sauce Tuna Salad Wrap Sliced Carrots

### Available Daily Entrees

PBJ Sandwich  
 Meat Chef Salad w/ Bread Choice  
 Vegetarian Chef Salad w/Bread Choice  
**NY Cheese Stick & Yogurt w/Bread Choice**  
 Turkey & Cheese Sandwich  
 Ham & Cheese Sandwich  
**M/W/F:** Baked Chicken Nuggets w/Bread  
**T/TH:** Cheese Pizza

### Available Daily Sides

Fresh Vegetables  
 Fresh Tossed Salad  
 Assorted Fruit  
**NY Chilled Milk**  
 100% Fruit Juice  
**\*Bread Choice = Soft Pretzel or Breadstick**

### PRICING:

Breakfast & Lunch: \$0.00  
 Milk/Ala Carte Side: \$0.85  
 Snacks: \$0.85-\$1.50  
**NOTE: Every student receives 1 breakfast and 1 lunch at no charge per school day. Each breakfast & lunch must be a COMPLETE MEAL, or student will be charged ala carte for each item on their tray.**

### Breakfast Menu

**Monday:** Breakfast on a Stick  
**Tuesday:** Cinnamon Roll  
**Wednesday:** Breakfast Sandwich  
**Thursday:** French Toast Sticks  
**Friday:** Mini Pancakes  
**Daily Options:** Bagel, Asst. Cereal, Goldfish Graham, Asst. Oatmeal, Muffin Top, Breakfast Oatmeal Bar, **NY Yogurt**, Asst. Fruit, 100% Fruit Juice & **Chilled NY Milk**

Contact the Food Service Office at (607) 739-5601 (ext. 3671 or ext. 3674) or go to the School District Website Food Service Page & click on the Contact Us button to fill in and submit your info. **If you have a food allergy or need allergy info, please notify us.**









**This institution is an equal opportunity employer &**

**This menu is subject to change with out advance notice.**

# September 2023

## Gardner Road Elementary School



Monday	Tuesday	Wednesday	Thursday	Friday
4	5 Day 1 1st Day of School 	6 Day 2	7 Day 3	8 Day 4  Gardner Road Spirit Day Wear <b>Blue &amp; Gold</b> IS Playground 5:00 - 7:00  Ice Cream Social
11 Day 5 Beginner Instrumental Music Night for 4th Graders 5:30 IS Café 	12 Day 6	13 Day 1 Principal Chat 5:30 Library GRPTO Meeting 6:00 Library 	14 Day 2	15 Day 3
18 Day 4 Jared Campbell Assembly 	19 Day 5	20 Day 6	21 Day 1 Board of Education Meeting -CS Café 6:00 	22 Day 2
25 Day 3	26 Day 4	27 Day 5	28 Day 6 RtI Night 5:45 Library  <b>Open House</b> 6:30 - 7:30	29 Day 1 High School Homecoming Wear Raider Blue 