

2025-2026

Horseheads Intermediate School

Student/Parent Handbook

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Horseheads, NY 14845
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Welcome Message



Dear Students and Caregivers,

Welcome to Horseheads Intermediate School! This student and parent handbook is designed to help every family understand the expectations for behavior in our school, on the playground, and on the bus. Our goal is to ensure that every student has a positive, safe, respectful, and caring learning experience, in line with the Horseheads Central School District Code of Conduct.

We ask you to read the handbook together and talk about the expectations. Once you've finished, please sign and return the Handbook Signature page sent home on the first day of school.

Thank you for being part of our school community!

Warm regards,
The Intermediate School Staff

District Phone and Fax Numbers

Horseheads Intermediate (607) 739-6366
Fax (607) 795-2555

Horseheads Middle School (607) 739-6357
Fax (607) 795-2525

Horseheads High School (607) 739-5601
Fax (607) 795-2505

Food Services (607) 739-6360
Fax (607) 795-2524

Transportation Department (607) 739-6338
Fax (607) 795-2565

IS Affirmation Statement

I am kind and accepting!


I am important and valued!

I am smart and confident!

I am curious and creative!

I am successful!

I am an innovator!



General Information

School Day

Arrival.....	6:50am-7:19am
School Hours.....	7:20am-1:55pm
Dismissal Bell.....	1:55pm
*2 Hour Delay: School will start at 9:20am. Note that breakfast is not served when there is a 2 hour delay	

Student Drop Off Procedures

Student drop-off starts at 6:50am. Please do not drop off or send students into the building before then, as the doors stay locked and there's no supervision available until 6:50am.

Important Guidelines:

- Use the entire drop-off lane between the first and last crosswalks.
 - Middle School Drop-Off: Use the outside loop, farthest from the canopy.
 - Intermediate School Drop-Off: Use the inside loop near the canopy.
- Do not wait until you're directly in front of the entrance to drop off your student. Our supervisors have been instructed to direct traffic and speak directly to students when procedures are not followed.
 - Up to 20 cars can drop off students at once.
 - Use caution when pulling around other vehicles.
 - Students should exit the car as soon as it comes to a complete stop within the drop-off zone.
 - Make sure your student is ready to exit quickly with all belongings in hand.
- Students must use the crosswalk near the playground or the Middle School entrance. A staff member will cross the students safely. At times, pedestrians may wait to cross the crosswalk to allow traffic to keep moving.

Please Do NOT:

- Drop students off in the parking lots
- Drop students off on Sing Sing Road

Tardy Bell

Please make sure your child arrives at school by 7:19am. If they get here after 7:19, they'll be marked tardy. Our bell rings right at 7:20am.

Students Leaving School Early

When it becomes essential that a student be dismissed early from their daily schedule, for the safety of each child, the caregiver must come to the office to properly release the student. The office will call the teacher to send the student to the office once you have arrived. We will not release any student to anyone other than parents or legal guardians without written permission from either a parent or legal guardian in the form of a blue note delivered to the attendance clerk by 9:30am. Photo identification may be required to pick up the student.

Dismissal

Student dismissal starts at 1:55pm

Important Guidelines:

- You may pick up your student using:
 - The Intermediate School drop-off lane
 - Designated parking spots in the upper section of the lot

Tips for a Smooth Pick-Up:

- Use the same pick-up location each day to help your child know where to go.
- All students must use the crosswalk near the playground. Staff will assist students across the crosswalk

Important Timing Notes:

- Intermediate School Pick-Up: Begins at 1:55pm
- Please exit the parking lot as soon as your student is safely buckled in your vehicle
- From 2:10pm to around 2:20pm, only left turns are allowed when exiting the middle school lot. This helps buses leave on time to get to the High School.
- Before 2:10pm and after 2:20pm, you may turn left or right as usual.

Safety Reminders:

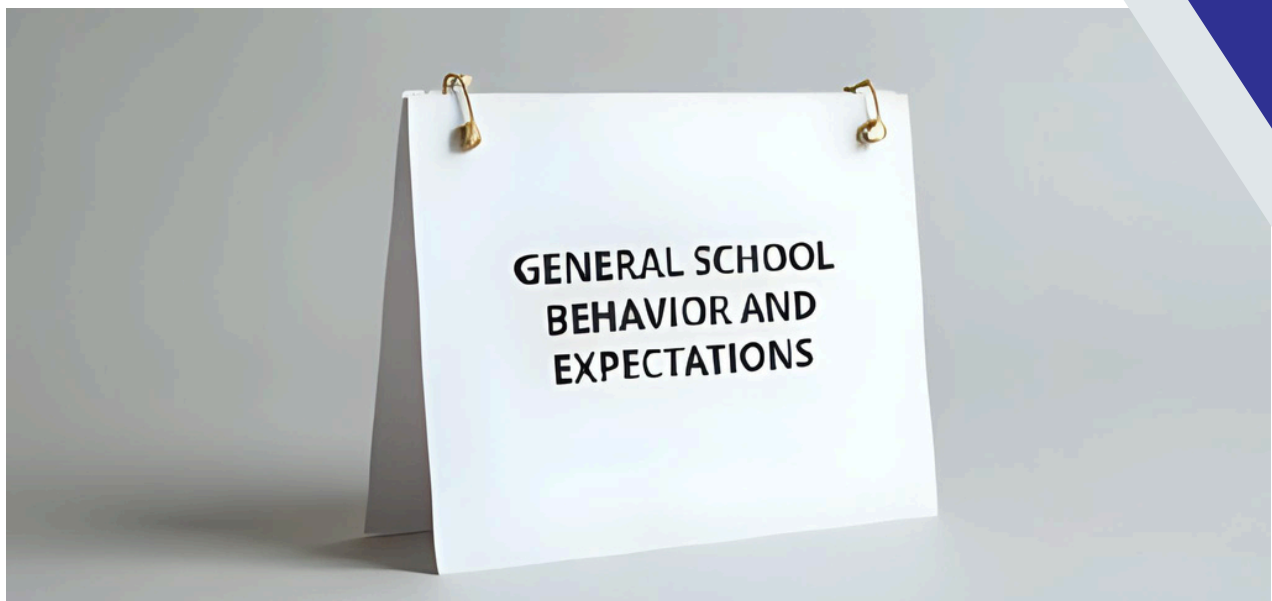
- Watch for students and staff in the parking lot and crosswalks.
- Follow all directions from our staff — they're here to keep everyone safe and traffic moving quickly.

Absence

When your child is absent from school, please send in a note upon their return stating the dates and reason for the absence(s). A pad of blue notes (sent home on the first day of school) is provided for you to ensure that you share all the necessary information.

Safety Expectations/School Visitors

To help keep our school safe, respectful, and caring for everyone, we have a few important expectations for all adults and students. As part of the District-wide security system and our focus on safety, all building doors will be locked during the day. At the main lobby entrances, you'll see a white box—please press the button, wait for a response, and once approved, you'll be let inside. We may ask you to look at the camera or identify yourself by speaking into the box. Once inside, please come directly to the office to sign in and pick up a visitor's badge to wear while on campus. We also kindly ask all visitors to bring a photo ID for this process. This helps us make sure everyone stays safe and secure. Thanks so much for your help and support in keeping safety our top priority!



Student Rights

Every student has the right to learn in a safe, healthy, respectful, and well-organized school environment

Student Responsibilities

Students are responsible for following the Code of Conduct to help create a positive and safe learning environment for everyone.

All students are expected to promptly report any violations of the Code of Conduct (such as threats or property damage) to a staff member.

Students are expected to:

1. Speak and act respectfully toward other students and adults.
2. Come to class prepared with all materials and complete assignments and homework on time with care.
3. Follow the rules and expectations set by each teacher.
4. Respect school property and the belongings of others.
5. Walk quietly in the halls and keep hands and feet off the walls.
6. Sign in and out whenever leaving the classroom.
7. Use the district-assigned laptop responsibly; it may sometimes be taken home, but not daily. Students are responsible for any damage.
8. Personal electronic devices should be off and kept in backpacks unless a teacher allows their use for learning. Devices seen or heard may be confiscated; after a second offense, parents must retrieve them. The district is not responsible for lost, stolen, or damaged devices.
9. Attend school regularly and arrive on time. Attendance will be checked multiple times a day.
10. Maintain good personal hygiene habits.
11. Chewing gum is not allowed unless the teacher gives permission

Thank you for following these expectations and helping make our school a great place to learn and grow!

Cafeteria Rules and Expectations

To help keep our cafeteria safe, clean, and friendly for everyone, please follow these simple guidelines:

1. Please stay seated with your team.
2. Keep your hands and feet to yourself.
3. Use your inside voice and be polite.
4. Remember, no sharing, throwing, or playing with food.
5. Help keep our space clean by picking up any trash from the table and floor.
6. Listen to and show respect to all staff.

Playground Expectations

To keep our playground fun and safe for everyone, please follow these helpful guidelines:

1. Enjoy the swings and slides safely by:
 - Using the slide one person at a time, sliding down facing forward while sitting, and not climbing up the slide.
 - Sitting properly on the swings with only one person per swing, swinging forward gently, and staying clear of others.
2. Play kindly and respectfully by avoiding rough play like fighting or tackling, and using kind words and actions.
3. Keep the playground clean and safe by not throwing mulch, snowballs, or ice, and by not chewing gum or eating candy outside.
4. Use equipment safely by not standing or jumping off swings or slides, and by not climbing poles, snowbanks, or sitting on top of bars.
5. Only use approved balls like tennis balls; hardballs such as baseballs, softballs, or lacrosse balls aren't allowed.
6. Always ask your teacher before leaving the playground, and stay within the area they have designated.
7. Wear shoes that are suitable for physical activity to help you play your best safely.

Consequences for Violating School Expectations

For behavior that is found to be in violation of the school expectations, one or more of the following options will be enforced.

- Discussion and warning
- Denial of privileges
- Contact parents/guardians
- Assignment to quiet area at recess
- Conference with appropriate parties
- Visit to the principal's office with a conduct report
- Clean, repair, or pay for damages or loss
- Lunch detention or in-school suspension
- Out of school suspension

Homework Expectations

Homework helps students to gain speed and confidence in practicing academic skills. All students will be required to record their assignments and due dates in their assignment pads daily. Parents/Guardians should review these at the end of each school day. In order to do their best, parents/guardians are encouraged to help students learn good work habits at home. Students need a quiet, distraction-free place to work at home, as well as necessary supplies to complete assignments. Because of the value and importance of homework as a part of our educational program, teachers may ask parents to sign assignments indicating that you have checked to make sure it's completed.

If your child consistently struggles with homework, please contact your child's teacher. Canvas and Parent Portal is available to review your child's progress, assignments, and absences.

Students are responsible for missed work anytime they are out of the classroom (i.e. lessons, band, chorus, orchestra, advanced art, clubs, AIS, resource room, absences etc.).

Family Vacations

Absences due to vacation trips are not excused absences. Before making vacation plans, please consult the school calendar. Families are strongly discouraged from taking their children out of school for family vacations because valuable classroom instructional time can never be replaced by make-up assignments. If parents/guardians decide to take their child out of school for vacations, please notify your child's teacher in advance.

Because such extended absences are not excused, students are expected to request their work upon return. An appropriate time frame will be given to complete the assignments. Students should be encouraged by parents/guardians to read and write in a journal during their absence from school.

Assembly and Concert Manners

- Concert attendance is mandatory and expected for chorus, band, and orchestra classes.
- All classes will enter the assembly or concert quietly and in an orderly manner. Students should be ready to listen.
- Students will remain quiet and use good listening habits during the assembly or concert.
- Students will stay seated unless there is an emergency

Internet Enabled Devices

- Students will not be able to use internet-enabled devices during the instructional school day, per NYS Law
- This includes, but not limited to, smartphones, tablets, smartwatches, laptops, and other portable devices not provided by the district
- If students bring their devices to school, they must turn them off and store them in their backpack during the school day
- Since this is state law, please remind your students to follow the district policy to avoid violations

Horseheads Intermediate School Student/Parent Handbook 2025-2026

We have read and discussed the Horseheads Intermediate School Student/Parent handbook that was provided to us via email and we have agreed to abide by the Code of Conduct that has been established.

Student Signature: _____

Grade: _____ Teacher: _____

Parent/Guardian Signature: _____

Date: _____

Please complete, sign, and return this page to your child's teacher. Thank you for joining our Horseheads Intermediate School Community in making this a positive experience for your child!

Please remember
to sign the
signature page that
was sent home on
the first day of
school!