



Horseheads Central School District

Golden Star Gazette



Gardner Road Elementary School

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

Dear Gardner Road Families –

We are so excited to have your child be part of Gardner Road Elementary School this year whether your child is starting their first day with us or returning in a new grade level. The first day of school is such a special moment and milestone and we hope that you enjoy it. As a Golden Star, your child will learn new things, play and make new friends, celebrate their achievements, use the 'power of yet' in those challenging moments and more throughout the school year. On behalf of the entire Gardner Road team, I want to say that we are honored to be part of the memories your child and your family will make this year and cherish for the years to come. I am proud to say, your child(ren) are in the hands of a dedicated, caring and enthusiastic staff and I know your child will have a great year. Welcome to Gardner Road!

As with any new school year, there is a lot of information that is shared. Late last week, I sent out some information and it is again attached to this newsletter. Some of the critical documents to read are the GR student handbook and addendum, drop off/pick up procedures, and the PK-4th Parent Guide. These all detail new procedures in our school this year. There will also be forms and additional information sent home the first week of school. Thank you in advance for completing those forms and returning them to school. 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. [Click here](#) to view the district newsletter for more important information.

Our school pictures dates are September 22nd and 24th. Please be on the lookout for this information for each respective cohort. Whether you purchase a package or not, your child's picture will be taken for the yearbook, which you get for free at the end of the school year. Students who are learning 100% remotely are invited to come to school between 12:30 and 1:45 on those days to get your picture taken. Please use the gym entrance on the far end of the school.

We look forward to our partnership throughout the school year at Gardner Road. Please contact me if you need anything, have any questions or would just like to chat about our school/your child.

Your Partner in Education

Patrick Patterson - Principal



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Included in the Online Newsletter:

Drop Off/Pick Up
Lunch Menu
District Calendar
GR September Calendar
PK- 4th Parent Guide: Learning Model
Opening Day Packet
Student Handbook and Addendum
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: \$ 1.25

Lunch \$ 2.10

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



Moishe's Quote of the Month:

"One child, one teacher, one pen and one book can change the world."
Malala Yousafzai

Gardner Road Main Office Updates:



Beginning of School Year Checklist:

- Set up school lunch account (if desired) on the district website under food services and look for the Pay Schools link.
- Make sure your stack of 'go-home' notes are in an easy to locate place & send one in each time your child is going home differently.

We have school pictures the 2nd week of school. Photo packets will be coming home on Thursday/Friday of the first week.

- 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 Handbook of Policies & Procedures
 - emergency 'Go Home' information sheet
 - photo release form
 - free/reduced lunch form

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:

In order 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.

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 in regards to 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 2:00 in the office.

Gold "Go Home" Notes – Change of Plans:

Thank you for helping us assure students 'go home' the correct way each and every day using our 'go home' 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 of our students safe. Last minute changes delay bus dismissal for all students.

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:
Pre-Kindergarten 10:30 AM K-4th 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, 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



- Mrs. Fazzary – Pre-K
- Mrs. Keefe – 1st Grade
- Ms. Brackley – 2nd Grade
- Ms. Rathbun – 2nd Grade
- Mr. McQuaid – 4th Grade
- Ms. Tisdale - Art
- Mrs. Kelly - ASD
- Mrs. Brown, Mrs. L. Clark, Mrs. Comfort, Mrs. Wallisky – Teach. Assts.
- Mrs. Giammichele – Cafeteria Monitor
- Ms. S. Clark – Social Worker Assistant
- Mrs. Blide, Mrs. T. Kelly - TA subs
- Mrs. Thomas - Office

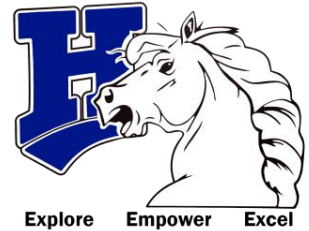


ATTENDANCE MATTERS

- ❖ 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: 2020 - 2021



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;

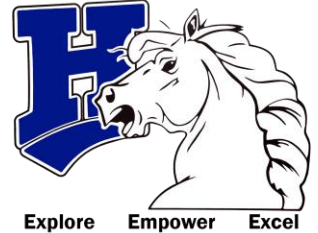
Non-Discrimination Notification

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
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: 2020 - 2021 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, 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.



Click on the links below for some helpful videos for healthy habits and mask wearing for kids:

[Kids and Face Masks: A Guide for Parents](#)

[Making Masks Fun: Tips for Helping Your Child Wear a Face Mask](#)

[How to Wash Your Hands](#)





"We Succeed Because The Stars Lead!"

September's Character Trait is:

We learn about character traits all year long in our classrooms, during our Wednesday Virtual Assemblies and on the news. This year we will continue to celebrate positive character in the building with our character education bingo and our good news call of the day. Be on the lookout for **GOLDEN TICKETS** coming home! Mrs. Rich and Ms. Clark will be working with all teachers and students to also enhance and encourage our social emotional health.

Character Education

Respect

- Treat other people the way you want to be treated
- Listen to what other people have to say
- Be accepting of others
- Be kind and courteous



Character Matters
Horseheads Central School District

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**

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. 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.

Parent Guide to Pre-K – 4th Grade Instructional Models

Horseheads Central School District

Hybrid – Cohort A

Monday - Direct Learning Day:

- In school with teacher

Tuesday - Direct Learning Day:

- In school with teacher
- Teacher sends home learning materials for Wednesday, Thursday, and Friday. Learning will also be posted on Itslearning.

Wednesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Virtual Assembly in the Afternoon – Its Learning
- Complete work assigned by teacher on ItsLearning/paper materials provided

Thursday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Friday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Hybrid – Cohort B

Monday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Its Learning/paper materials provided

Tuesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Its Learning/paper materials provided

Wednesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Virtual Assembly in the Afternoon – Its Learning
- Complete work assigned by teacher on Its Learning/paper materials provided

Thursday - Direct Learning Day:

- In school with teacher

Friday - Direct Learning Day:

- In school with teacher
- Teacher sends home learning materials for Monday, Tuesday and Wednesday. Learning will also be posted on Itslearning.

Other Expectations for Hybrid Students:

- Daily attendance is taken by the class meeting on your at home learning days. If you cannot attend live, you must view it by 11:59 PM of that day to be present for the day.
- Completion of work is expected daily by 11:59 PM so that the teacher can support your child with their learning the next day accordingly.

Horseheads District Learning Plan: <https://www.horseheadsdistrict.com/2020-21districtplan.cfm>

It's Learning- Parent Tutorial Link: <https://youtu.be/f78t4dez2Lc>

Shifting of Cohort Days Due to a Holiday:

Please note that some days of the week get shifted. Occasionally cohort A will shift to Tuesday/Wednesday and occasionally cohort B will shift to Wednesday/Thursday. Please [click here](#) to see the district calendar.

ItsLearning Log In:

- <https://horseheadsdistrict.itslearning.com/>
- Username: Lastname-Firstname
- PW: Student ID# (will be shared from teacher, and can also be found in the SchoolTool Parent Portal.)

Do you need technology support? Click on the link below:

https://forms.office.com/Pages/ResponsePage.aspx?id=KtLKIY3tDEGU4Az1zjSEePHH3UhzI7IDs958K7D4_QIUREpNSVMxWExSMTgxMEw4QVZTR1RQSkpJQS4u



Parent Guide to Pre-K – 4th Grade Instructional Models

Horseheads Central School District

Remote – Cohort A

Monday - Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Live lessons with teacher (teacher will provide schedule)
- Complete work as assigned by teacher
- Meet with teacher virtually for learning support as scheduled by teacher

Tuesday - Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Live lessons with teacher (teacher will provide schedule)
- Complete work as assigned by teacher
- Meet with teacher virtually for learning support as scheduled by teacher

Wednesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Virtual Assembly in the Afternoon – Its Learning
- Complete work assigned by teacher on Itslearning/paper materials provided

Thursday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Friday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Remote – Cohort B

Monday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Tuesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Complete work assigned by teacher on Itslearning/paper materials provided

Wednesday - In Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Virtual Assembly in the Afternoon – Its Learning
- Complete work assigned by teacher on Itslearning/paper materials provided

Thursday- Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Live lessons with teacher (teacher will provide schedule)
- Complete work as assigned by teacher
- Meet with teacher virtually for learning support as scheduled by teacher

Friday- Direct Learning Day:

- Daily class meeting, live on Zoom/Teams Meet
- Live lessons with teacher (teacher will provide schedule)
- Complete work as assigned by teacher
- Meet with teacher virtually for learning support as scheduled by teacher

Other Expectations for 100% Remote Students:

- Classroom teachers will be posting lessons on itslearning.
- Please know that some materials will need to be picked up from school such as learning manipulatives, special projects, library books, materials for art projects and more to supplement virtual learning. Classroom teachers will be in touch with families about picking up these learning materials each week so you have these items for live lessons and follow up work. This will also be an opportunity to return materials and drop off completed projects/work.
- Your child's teacher will be sending you a schedule of when 'live' learning will take place.
- Daily attendance is taken by the class meeting. If you cannot attend live, you need to view by 11:59 PM of that day to be present for the day.
- Completion of work is expected daily by 11:59 PM so that the teacher can support your child with their learning the next day accordingly.

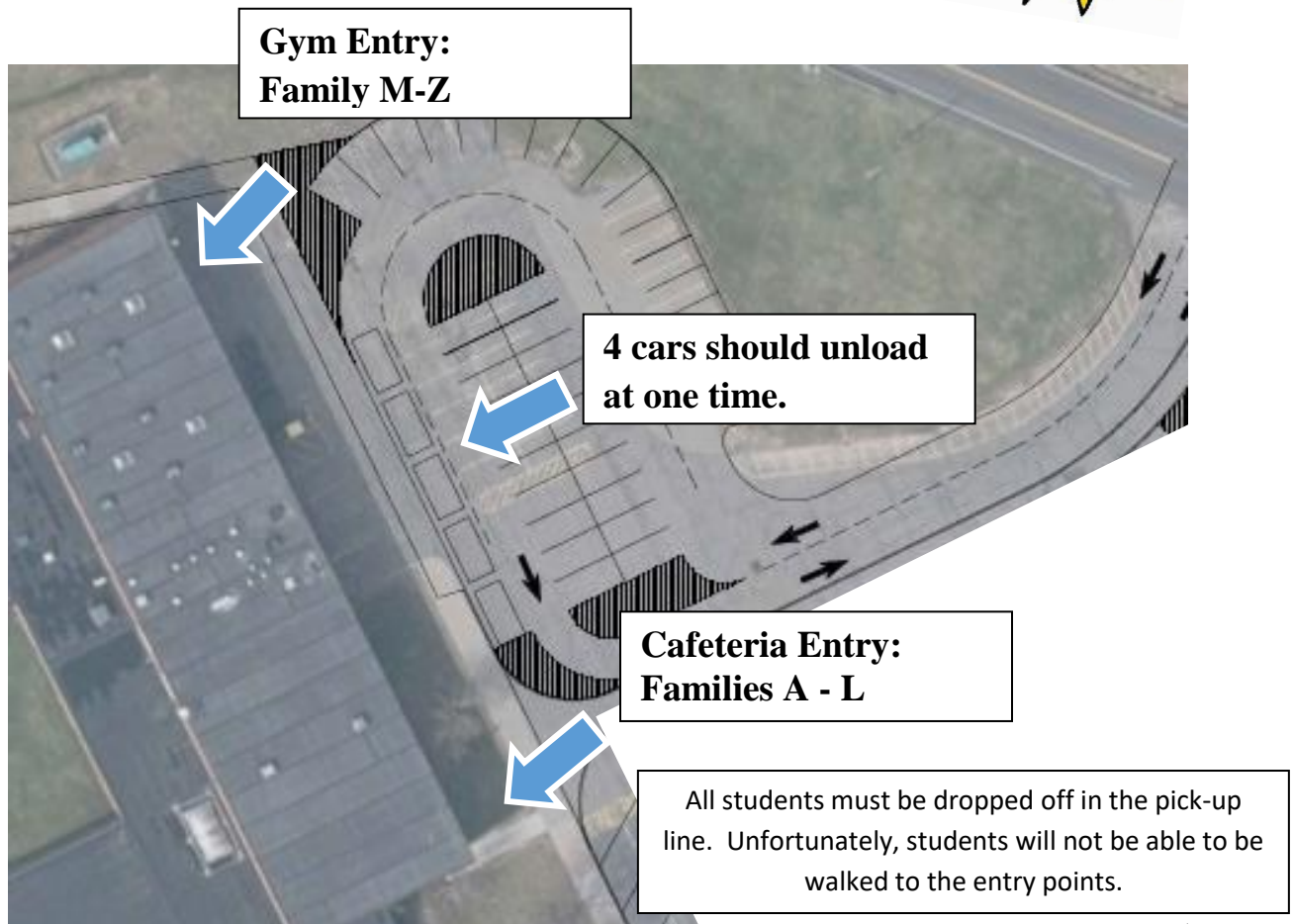
Gardner Road Elementary: Kindergarten - 4th Grade

Student Drop-Off: 7:45 AM – 8:15 AM

- Follow markings on map below for direction of travel in the parking lot. ALL vehicles must drop their students off in the drop off line.
- This year we are unfortunately not able to allow families to park and walk their child to the entry door as temperature checks must occur prior to exiting a vehicle.
- Four vehicles should be prepared to unload at one time.
- As the Gardner Road Staff member approaches your vehicle, please roll down the window of the seat your child(ren) are in or open the rear door (minivan) so that staff may take a temperature check of each child prior to them exiting the vehicle. If your child's temperature is below 100 degrees, they may exit the vehicle and enter the building in their designated location with a mask on and remaining 6 feet away from others (unless they are siblings). If the temperature is 100 degrees and above, your child must go home. You will be provided with a document describing requirements that must be followed in order for your child to be able to return to school.
- Students with the last name between A-L will enter into the cafeteria.
- Students with the last name between M-Z will enter into the gymnasium.

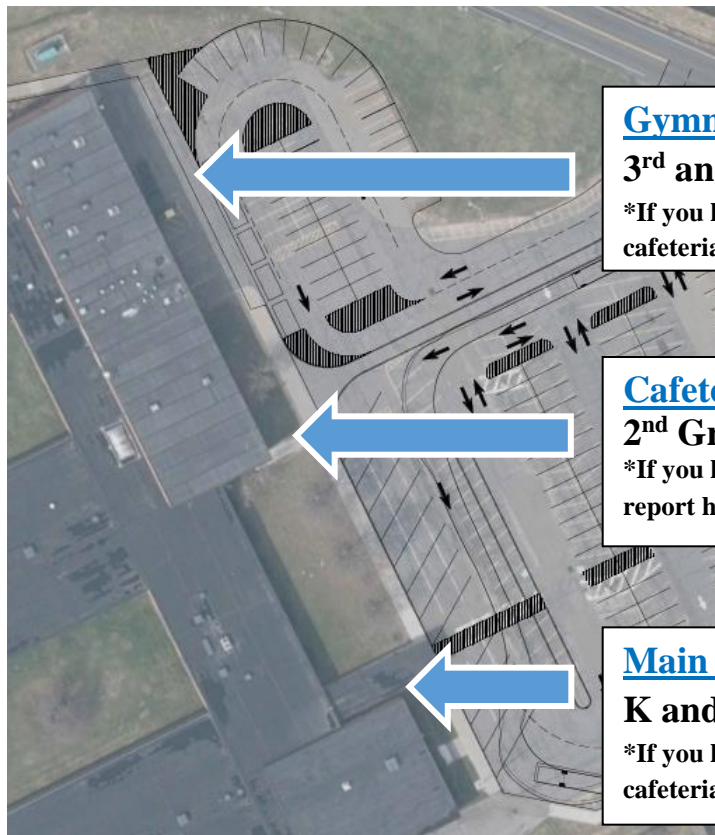


Morning Drop- Off Routine



Student Pick-Up: 2:27 PM – 2:35 PM

- Please park in the parking lot closer to your child(ren)'s designated pick up location (see map below). Parallel parking along the curb in the parent drop-off/ pick-up area is allowed at this time only.
- Please wait in your vehicle until:
 - all busses have departed AND it is 2:27 in order to maintain social distancing.
- At 2:27, please walk to your child's pick-up location and wait at one of the designated blue spots on the ground. Please wear a mask and maintain social distance.
- As the staff member brings your child to you, be prepared to sign out your child and show ID. You are welcome to bring a pen to sign out your child.
- Please note: In the near future, we will transition to a paperless sign-out system with a Smartphone App. Details will be coming soon. All locations will be your child(ren)'s pick up location for the year.



Gymnasium Pick Up Location:

3rd and 4th grade students only

***If you have a Kind. - 2nd grade sibling, please report to cafeteria entrance.**

Cafeteria Pick Up Location:

2nd Grade students only

***If you have a Kindergarten – 4th grade siblings, please report here**

Main Entry Awning Pick Up Location:

K and 1st grade students only

***If you have a 2nd - 4th grade sibling, please report to cafeteria entrance.**

Gardner Road Elementary: Pre-Kindergarten

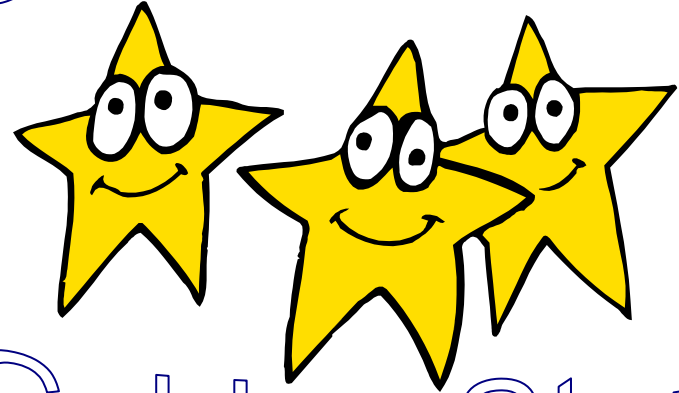
Student Drop-Off: 8:55 AM – 9:05 AM

- Families may arrive on campus at 8:50 and our staff will start coming to the cars at 8:55 to start temperature checks. Please follow the same protocols as Kindergarten through fourth grade students listed before. Please pull up parallel to our sidewalk nearest the school for your classroom: Fazzary – Gym Entry, Pica – Cafeteria Entry, Benton – Main Entry

Student Pick-Up: 1:55 PM – 2:00 PM

- Families may arrive on campus at 1:50 and our cafeteria pick-up location will open at 1:55. Please follow the same protocols as kindergarten through fourth grade students. Proceed to your classroom's pick-up location: Fazzary – Gym Entry, Pica – Cafeteria Entry, Benton – Main Entry

Gardner Road



Golden Stars

Handbook of Policies and Procedures

2020 - 2021 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

2020 - 2021

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 7:45 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 at approximately 2:25 p.m.

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 a **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). 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.

Parents are welcome to join their children for lunch in the cafeteria.

1. **We will start our parent table on the 3rd Monday of September. This allows students to learn the routines of lunch and to build relationships with their new classmates.**
2. Advise your child's teacher or the main office prior to lunch that you're coming that day, especially if you are ordering a lunch. Ordering a school lunch deadline is 10:00 AM.
3. Due to various allergies please **do not bring in outside food from fast food restaurants.** Only food from home or from the cafeteria line should be consumed in our lunchroom.
4. Sign in at the main office and get a visitor's badge when you arrive.
5. Meet your student's class at the cafeteria entrance at their designated lunchtime.
6. Have cafeteria personnel answer any questions you may have.
7. Have your child explain the lunch procedures and sit with your child at the parent table.

Gardner Road Elementary School Handbook of Policies and Procedures



COVID-19 Addendum

Due to the COVID-19 pandemic, we are making temporary adjustments to our Student Handbook for the 2020 - 2021 academic year. Please see the adjusted details below and thank you in advance for your flexibility and understanding as we create a safe learning environment for our students.

Birthday Treats: We know birthdays are very important days for our students. Due to the DOH and CDC guidelines, treats are not allowed to be brought in the building to be shared, even if they are individually pre-packaged or store bought.

Breakfast: Breakfast is available to students as it has been in the past. This year, our cafeteria will offer a grab and go breakfast that will be taken back to the classroom to be eaten.

Class Snacks: Students are allowed to bring in their own daily snack as in the past. Due to the DOH and CDC guidelines, teachers will not be coordinating a classroom snack schedule where snacks are shared among students.

Code of Conduct: Please be sure to read the district code of conduct as there are changes in the document related to COVID-19.

Dismissal Changes: All dismissal changes need to occur before noon (bus to pick-up only). Changes after that time are very difficult to process. There are no bus to bus changes allowed this school year due to social distancing requirements. Please call our transportation department with any concerns.

Drop Off and Pick Up Procedures: See attached document.

Handwashing: Our school will be focusing on healthy habits throughout the school day. This includes handwashing. Students will need to wash hands before and after snack, lunch, recess, sharing of classroom materials. Students are welcome to bring in their own hand sanitizer (not required). Hand sanitizer is also available within the school as needed.

Mask Wearing: All students, staff and visitors will be required to wear a mask. When there is no movement in the classroom and everyone is socially distanced, students may take off their masks upon the direction of the classroom teacher. Mask breaks will be provided throughout the day.

Recess: Students will go to recess at their schedule time. Students will remain in their designated area by homeroom so that cohorts of students do not mix. Students will wash their hands before and after recess.

Sickness: Due to the DOH and CDC guidelines all sick/ COVID-19 symptomatic students shall remain home. If a student comes into school and shows multiple symptoms of COVID-19.

Temperature Checks: Upon arrival to school (parent drop off or exiting the bus) students will have their temperature checked. If your child's temperature is below 100 degrees, they may enter the school. If their temperature is 100 degrees and above, your child must go home. You will be provided with a document

describing requirements that must be followed for your child to be able to return to school which includes being symptomatic free, a negative COVID test and released from a pediatrician.

Visitors at Lunch: Unfortunately, visitors are not allowed beyond the main office including our cafeteria.

Visitors to the Main Office: All visitors who remain in the main lobby vestibule will not need to complete a COVID-19 Questionnaire or temperature check. Please drop off items on the table with clearly identifiable labels for your child with their teacher's name. If you are picking up your child, we ask that you wait in the main lobby vestibule. Masks must always be worn while maintaining social distancing.

If you need to enter the main office, all visitors will need to sign in and complete the COVID-19 questionnaire and have their temperature taken. Masks must always be worn while maintaining social distancing.

Water Bottles: All students are encouraged to bring in a water bottle to keep at their desks. Water bottles will need to come back and forth to school each day for proper cleaning. Please be sure to label your child's water bottle with their first and last name. Due to the DOH and CDC guidelines, water fountains will not be available to be used within the classroom or school with the exception of the bottle filler stations.

Work for Absent Students: Students who are absent may access class work as posted on the learning management system. Please contact your child's teacher for more details. Classwork will not be provided in advance.

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 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 or disability.
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.
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 garments such as but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) or midriff baring and see-through garments that are offensive to others and disruptive are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or other form of head covering during regular school hours except for a medical or religious 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.

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 or other acts of dishonesty.
2. 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, 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), cannabinoids (marijuana), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, 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 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 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 pupil.
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. 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, if so authorized, 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 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 following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. The person or group wishing to visit a school must contact the principal of the school. The principal must give prior approval before the visit.
3. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.
4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Any consumables (food, beverages, etc.) brought in by visitors are subject to search and/or inspection.

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 or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. 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.
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 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 2020



Horseheads Central School District In School Menu

Monday	Tuesday	Wednesday	Thursday	Friday
 Make Online Payments at Payschoolcentral.com!	1	2	3	4
7 HAPPY LABOR DAY	8	9	10	11
14 Baked Mozzarella Sticks w/Marinara Sauce & Pasta Buffalo Chicken Wrap Sliced Carrots	15 Meat Walking Taco w/Rice Bean Walking Taco w/Rice Chicken Caesar Salad w/Bread Choice Golden Sweet Corn Refried Beans	16 NY Cheese Stick & Yogurt w/Soft Pretzel Turkey & Cheese Sandwich Green Beans	17 Baked Mozzarella Sticks w/Marinara Sauce & Pasta Buffalo Chicken Wrap Sliced Carrots	18 Meat Walking Taco w/Rice Bean Walking Taco w/Rice Chicken Caesar Salad w/Bread Choice Golden Sweet Corn Refried Beans
21 Mini Pancakes w/Sausage Ham & Cheese Sandwich Sliced Carrots	22 Meat Nacho Grande w/Rice Bean Nacho Grande w/Rice Chicken BLT Salad w/Bread Choice Golden Sweet Corn Refried Beans	23 NY Cheese Stick & Yogurt w/Soft Pretzel Chicken Ranch Wrap Green Beans	24 Mini Pancakes w/Sausage Ham & Cheese Sandwich Sliced Carrots	25 Meat Nacho Grande w/Rice Bean Nacho Grande w/Rice Chicken BLT Salad w/Bread Choice Golden Sweet Corn Refried Beans
28 Ultimate Cheese Breadstick w/Marinara Sauce Turkey & Cheese Sandwich Sliced Carrots	29 Meat Taco w/Rice Bean Taco w/Rice Chicken Caesar Salad w/Bread Choice Golden Sweet Corn Refried Beans	30 Chef Salad w/Soft Pretzel Tuna Salad Sandwich Green Beans		

DAILY ENTREES Elem/Int/Middle:

PBJ Sandwich

Tues/Fri: Cheese Pizza

M/TH: Baked Chicken Nuggets w/Bread

DAILY ENTREES High School:

PBJ Sandwich

Fruit & Yogurt Parfait w/Soft Pretzel

M/T/Th/F: Crispy Chicken Sandwich

M/T/Th/F: Assorted Pizza

Available Daily Sides

Fresh Vegetables

Fruit Choice

NY Chilled Milk

***Bread Choice = Soft Pretzel or Bagel**

PRICING:

Grades PK-6th: \$2.10

Grades 7th-12th: \$2.35

Reduced: \$0.00

Breakfast: \$1.25

Milk/Ala Carte Sides: \$0.75

Snacks: \$0.50-\$1.30

Breakfast Menu

Choice 1: Cinnamon Roll

or

M/W/F: Cereal Bowl & Goldfish

Graham

T/TH: Cereal Bowl & Muffin Top

Daily Options: Fruit Choice,
100% Fruit Juice & Asst. Milk

wake up!
to
School Breakfast

Contact the Food Service Office if you have any questions, comments or concerns. We can be reached 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 information.

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

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

Horseheads Central Schools 2020-2021 School Calendar

	Cohort A Days
	Remote Day
	Cohort B Days

^ Early Dismissal Drill

BOE Approved 5/21/20 (Pending Changes for Covid-19) Revised 8-10-20

SEPTEMBER						
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			

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	25	26
27	28	29	30	31		

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
24/31	25	26	27	28	29	30

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						

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	25	26	27
28	29	30	31			

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
23/30	24/31	25	26	27	28	29

School Not in Session:

Labor Day	9/7
Columbus Day	10/12
Veterans Day	11/11
Thanksgiving Recess	11/25 - 11/27
Winter Recess	12/24 - 1/1
Martin Luther King, Jr Day	1/18
President's Day Recess	2/15-2/16
Spring Recess/Good Friday	4/2- 4/9*
Memorial Day Recess	5/28*-5/31

* Pending days utilized for school closures.

Parent/Teacher Conference

11/6/20 (½ Day PM Off - Pre K - 6th Only)
11/16/20 (½ Day PM Off - Pre K - 6th Only)
11/18/20 (½ Day PM Off - Pre K - 6th Only)

End of Year

½ Days (AM)
6/21/21 (Pre-K - 8th Only)
6/22/21 (Pre-K - 8th Only)
6/23/21 (Pre-K - 8th Only)
6/24/21 (Pre-K - 8th Only)

LEGEND

	Conference Days (9/8, 9/9, 9/10, 9/11 & 2/1)
	Schools Closed*
	Regents Exams

The district will communicate to residents and staff about any calendar adjustments needed due to excessive closure days by April 1, 2021 (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 st Make Up Day	5/28/21
2 nd Make Up Day	4/9/21
3 rd Make Up Day	4/8/21
4 th Make Up Day	4/7/21
5 th Make Up Day	4/6/21

Last School Day: 9th - 12th: 6/15/21
Last School Day: PreK-8th: 6/24/21

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

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	24	25	26
27	28	29	30			

First Day of School Pre K - 12th:
A Group - Monday, September 14, 2020
Remote - Wednesday, September 16, 2020
B Group - Thursday September 17, 2020

Last Teacher Day:
Friday, June 25, 2021

Report to PARENTS

Encourage Your Child's Creativity to Flourish

Creativity has been called a key 21st century skill. That means it—along with skills like communication and critical thinking—will help students navigate the increasingly collaborative and information-rich world that awaits them once they leave school. The arts have been shown to boost students' academic performance, perseverance, self-confidence, and more. Here are strategies for supporting your child's creativity.

Take stock of your toys. Flashy electronic toys are fun, but they don't offer children opportunities for open-ended, imaginative play. Make sure to have basic art supplies—paper, crayons, glue, clay—at home, along with toys like building blocks, puzzles, or costumes for dress-up.

Cut the screen time. Set limits on TV and iPad time. Try designating a certain time during the week when your entire family will put down cell phones and work on a creative project.

Embrace mistakes. Children who are afraid of failure are less likely to think creatively. Teach your child that mistakes are opportunities for growth. Ask, "What could you do differently next time?" Be patient with your child—and model patience as he or she learns new skills or tries a new project.

Encourage curiosity. Don't squelch kids' natural curiosity by being frustrated when your child asks lots of questions. Embrace it! Ask, "What if" questions, and encourage your child to use his or her imagination.

Offer constructive praise... Too much praise can make a child "hooked" on success. Instead of offering general praise ("You're so smart!"), offer specific feedback that praises your child's effort or the process he or she used ("You found a great way to paint that scene," or "I can tell you've been practicing.") Offer non-verbal praise (a hug



or a thumbs-up), or implicit encouragement by displaying your child's work on the refrigerator.

...but step back sometimes. If a child feels constantly watched, he or she may be less likely to try new ideas. Give your child space to play on his or her own. Wait until your child is finished drawing to ask what he or she has made.

Look for community resources. Check your local library, museum, or community center for art

classes or workshops to try new creative skills. Keep an eye out for poster or story contests offered by community organizations, too. Or, try teaming up with a neighbor or friend to host an art playdate. Some projects can be time-consuming or expensive, but working together with other families can help ease the burden.

Web Resources

Visit Crayola's **Creative Parenting Web page** for activities and tips to spark creativity at home.
bit.ly/creativeparenting

The **Tinkerlab** offers dozens of hands-on art, science, writing, and craft ideas for families to try.
tinkerlab.com/

At **The Artful Parent** blog, explore interviews with children's art experts along with lists of the best supplies.
artfulparent.com/