

# HORSEHEADS HIGH SCHOOL

## "NOTES"



Volume 45 Number 1

Summer 2022

### High School Phone Number: 739-5601

Ext. 1600 Kris Earl

Ext. 1602 Dan Buseck

Ext. 1603 Mike McCawley

Ext. 1618 George Bacalles

Ext. 1608 Main Office

Ext. 1612 Attendance Office

Ext. 1622 Health Office

Ext. 1625 Counseling Office

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### LETTER TO FRESHMEN FROM PRINCIPAL EARL

Dear Students, Parents, and Guardians of Horseheads High School Freshman,

I am excited to welcome you to the High School, the place you will call home for the next four years. You are about to begin one of the most exciting times in your life and, as you prepare to take this very important step, I would encourage you to get involved in our school community. Whether it be athletics, clubs, music, or drama productions, there is something for everyone in high school, so get out and get involved!

In this time of transition, please feel free to reach out to professionals ready to assist you with all aspects of school life, including social issues, class scheduling, and college and career planning. Our staff will be valuable assets to you as you navigate high school. We have wonderful staff at the high school who will guide you through your journey. The weeks and months ahead will be challenging but please be assured that we will provide you with encouragement and support in every way possible.

We would like to invite you to attend a brief orientation on **Wednesday August 31<sup>st</sup> at 1:00 p.m. or at 6:00 p.m.** We will begin in the Auditorium at 1:00 p.m. sharp with a presentation on what to expect coming to the high school followed by a chance to tour the

high school. If you cannot attend at 1:00 p.m., we will have the same set up at 6:00 p.m. If this date does not work for your family, we will ensure that your student does have an opportunity on the first day of school, September 6<sup>th</sup>, 2022.

Please remember on August 31<sup>st</sup> you can access your SchoolTool account and view schedules online. The system is offline until then. Schedules are set and changes cannot be made. The link to access SchoolTool is below along with additional information regarding the high school and the start of the 2022-2023 school year.

If you have any questions, please reach out to the High School Office at 795-2500. I look forward to meeting you on August 31st. Until then, enjoy the remainder of your summer.

Sincerely,



Kris Earl, Principal

#### **LINKS THAT WILL HELP YOU BE SUCCESSFUL AT THE HIGH SCHOOL:**

**High School District page:**

[Horseheads High School \(horseheadsdistrict.com\)](http://horseheadsdistrict.com)

**School Calendar with up-to-date information regarding the district:**

[HCSD District Calendar \(horseheadsdistrict.com\)](http://horseheadsdistrict.com)

**Board of Education Policies regarding student attendance and compulsory age:**

<http://boe.horseheadsdistrict.com/Board%20Policy%20Documents/5000%20-%20Students/5130%20Compulsory%20Attendance%20Ages.pdf>

**Cafeteria information including Free and Reduced lunch forms:**

[Horseheads Central School District GST Boces - School Nutrition And Fitness](#)  
[PaySchools - Online Payment Processing](#)

**Schooltool login:**

[SchoolTool \(horseheadsdistrict.com\)](http://horseheadsdistrict.com)

\*If you have forgotten your login information, please contact [hcsdportalinfo@horseheadsdistrict.com](mailto:hcsdportalinfo@horseheadsdistrict.com) to reset your password.

## STUDENT LAPTOP ASSIGNMENTS

This year each student in grades 9-12 will be assigned a laptop for educational use. Students will have the laptop with them throughout the school day and take it home to continue their schoolwork or research for projects.

The current device available to the students is the Dell Latitude 3310 laptop with the following technical specifications:

- i5 Intel Pentium Processor
- 8 GB of RAM
- 256 Solid State Hard Drive
- 13-inch Touch Enabled screen

At the beginning of the school year each student will receive one Dell Latitude laptop and one power cord. These devices are complete with a general software package deemed necessary for all students. The devices will be able to connect to home networks and content will be filtered through GST BOCES Regional Network for security and safety reasons.

Devices are owned by Horseheads Central School District and software cannot be installed or deleted by the user. Only users with Horseheads school accounts will be able to access the laptops. All devices will have tracking software for security purposes. Tracking includes the user account accessing the device, general location of the device, and web navigation history.

The laptops are not intended for personal or household use outside of school related academics. All users of the device are expected to adhere to the district's Acceptable Use Policy signed by students at the beginning of the year.

The school will be providing students access to information regarding care and expectations regarding their assigned laptop. At the end of the academic year, or if a student leaves the district, the laptop is to be returned to the district.

If you have any questions or concerns, please contact Director of Technology William Giancoli at [Hts@horseheadsdistrict.com](mailto:Hts@horseheadsdistrict.com)

## **FREE MEAL APPLICATION ALERT**

**Families will need to complete an income application to qualify for free meals in the 2022-2023 school year.**

Important Message About Previous Federal Waivers Providing Free Meals For All Students  
Universal Free Breakfast & Lunch Meals For All Students Ended June 30, 2022

### **Why are the free meals gone?**

During the pandemic Congress provided special funding to allow free meals for all. That funding was not renewed by Congress.

### **Are free meals still available?**

Yes, families will need to qualify using income applications or direct certification through SNAP or Medicaid.

### **How do I fill out an application?**

Applications are available on the School Food Service Website. You can also contact your school to have one sent home.

### **When do I need to have it filled out?**

Fill out your application as soon as possible to prevent meal charges. The meals that are charged before the application is received by the Food Service Department cannot be credited back to the students account.

### **I still have questions, who do I contact?**

Contact the Food Service Department by going to our webpage on district site using the "Contact Us" feature to send us an email or calling the food service office.

### **We do not qualify for free meals, how do we purchase meals?**

Each student will have a student meal account. You can place money on their account by making a payment online using our website or app. You can also make a payment in person by cash or by sending a check in your student.

## **2022 MARK TWAIN SCHOLARS**

The following students represented the top 5% of the Class of 2022 and were honored this past June as Mark Twain Scholars, Congratulations to: **William Aepelbacher, Jack Forester, Justin Grover, Mitchell Hill, Antonia Kladias, Sophia Kladias, Claire Lewis, Nia Lewis, Allison McLaughlin, Nathan Parker, Bhavi Patel, Gretta Pesesky, Abigale Schwab, and Aela Shaw.**

## WELCOME NEW HIGH SCHOOL STAFF

- **Mr. Charlie Anderson**- Spanish Teacher coming from Elmira City schools
- **Ms. Kayla Bastinelli**- LPN coming from Elcor
- **Mr. Chris Bell**- Art Teacher transferring from the Intermediate School
- **Mr. Zach Hamilton**- Music Teacher joining us from Gardner Road
- **Ms. Alicia Janke**- Social Studies Teacher who completed her student teaching at Horseheads Middle School with Ms. Leland
- **Ms. Bayleigh Kalvar**- Contract Teacher who completed her student teaching at Horseheads High School with Mrs. Lenhardt
- **Mr. Brandon Krazinski**- Technology Teacher transferring from the Middle School
- **Mrs. Julie L'Amoreaux**- Special Education Teacher transferring from Ridge Road

## RAIDERS OF THE MONTH

Congratulations to our May/June Raiders of the Month for the character trait Citizenship:

9<sup>th</sup> Grade: **Lawson Swarthout, Connor Carpenter, Jordan Sheehan, Troy Johnson**

10<sup>th</sup> Grade: **Aden Richards, Wyatt Satterlee, Emma Wood**

11<sup>th</sup> Grade: **Lucas Allington, Madalyn Jenkins, Lindsey Bohrer, Maxwell Berman**

12<sup>th</sup> Grade: **Connor Benitez, Aisha Spear, Catherine Koester, Mackenzie Hampton**

## HOMEROOMS

Student homerooms will be their Period 9/10 A Day class. Students are to report to their first period class on the first day of school and staff will be available to assist throughout the building. Schedules will be available on SchoolTool beginning August 31<sup>st</sup>. (Reminder, no schedule changes will be made.)

## PARENTS NIGHTS

The High School will host two Parents' Night in the 2022-2023 school year: **October 7, 2022 and March 8, 2023, both beginning at 7:00pm.**

## **PICTURE DAY**

On **September 14<sup>th</sup>** and **September 15<sup>th</sup>** all freshmen, sophomores, and juniors will have their picture taken during the day by Lifetouch Photographers. You will receive information with ordering details. Photographs will also be used on student ID's and in the yearbook. Students may be photographed on either day so please be prepared both days to have your picture taken.

## **PARENT ADVISORY COUNCIL**

All parents are welcome to meet with the principal and provide feedback regarding our school. PAC is the recognized collective voice of parents of their school. We will meet on the following Tuesdays at 3:45pm in the Main Office Conference Room: **October 11<sup>th</sup>**, **November 8<sup>th</sup>**, **December 6<sup>th</sup>**, **February 7<sup>th</sup>**, **March 7<sup>th</sup>**, **April 11<sup>th</sup>**, **May 9<sup>th</sup>**, and **June 6<sup>th</sup>**.

## **NO CHILD LEFT BEHIND ACT**

Pursuant to the No Child Left Behind Act of 2001, school districts are required to release student information to military recruiters and institutions of higher learning. If you do not want information to be released regarding your student, you must send written notification to Kristina Earl, Principal, Horseheads High School, 401 Fletcher Street, Horseheads, New York 14845 before November 1<sup>st</sup>.

## **ATTENDANCE REMINDER FOR PARENTS**

Any student absence, late arrival, or early departure from the High School requires a written and signed explanation from the parent/guardian indicating the date of the absence. Parents are urged to make appointments for their students after school hours. When a request for dismissal during the school day is necessary, please submit it in advance and in writing (with a parent/guardian signature) to the Attendance Office. The note should state the date, time, and reason for release. Notices or appointment cards from doctor's offices will not be accepted unless the parent has added their own signature. Dismissal via telephone will only be done in emergency situations and must be approved by the Principal.

## EMERGENCY SCHOOL CLOSINGS/DELAYS INFORMATION

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 freezing temperatures. If the school day is delayed, buses will run and schools will open two hours later than the usual time.

The district announces school closings and delays in a variety of ways:

- Text messaging – Parents/guardians can receive a text message if schools are closed or delayed by opting in to our text messaging service through SchoolMessenger. To opt in, text Y or Yes to 67587. You will receive a text response confirming that you are registered for texting.
- District website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)
- District Facebook pages -the district and all seven schools have pages
- Twitter - @HhdsSchools
- Local television and radio stations:
  - o TV - WENY, WETM, Spectrum Cable News
  - o Radio – WELM 1410AM, WNKI 106.1FM/WPGI 100.9FM, WENY 1230AM/MagicFM 92.7FM/WGMM 98.7

Television and radio stations also put closing/delay information on their websites. Please do not call the radio/TV stations or the district's Transportation Office.

Important notes about school closings/delays:

- There may be a time when any of these means of communication do not work due to Internet issues, etc., so we ask that you check more than one of our communication methods to determine if school is in regular session or not for that day.
- 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 evening programs.
- 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, there is no breakfast served on delay days.
- Prekindergarten begins at 10:30am on delay days.

- 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 and has proved to be less disruptive and confusing than attempting to send students home early.

## **STUDENT SCHEDULES/CHANGES**

Students will receive their class schedules for the 2022-2023 school year in homeroom on the first day of school. For the first day only an abbreviated homeroom period will be held prior to the period one class. In addition to receiving schedules, students will also receive an emergency form and lockers will be assigned (upon request). An important reminder to students and parents: once classes begin each semester, there will be no changes.

Between June 30<sup>th</sup> and July 31st requests for course changes must go through a petition process (forms are available in the Counseling Office or on the High School website under Counseling Forms). After July 31st no petitions to request a change will be made for semester one. Once school starts the deadline to request any second semester changes is January 15<sup>th</sup>.

## **SCHOOL ATTENDANCE AND BLOCK SCHEDULING**

Parents and guardians can do much to help the school maximize the educational gains from block scheduling by considering the following. Careful planning is essential to receive the maximum educational gain from block scheduling.

- Family vacations should be scheduled during school vacations. A student missing one day will have the effect of missing two days. Another look would show that a week's vacation would be equivalent to two weeks missed or 10% of the course.
- Medical appointments should be scheduled after school or during school vacations.
- Teachers issue class expectations at the beginning of each semester and parents should know and support classroom expectations and homework patterns.

## **REMINDER TO STUDENTS REGARDING THEFT**

In the past some students have suffered significant theft of personal items from corridor and gym lockers. Watches, items of clothing, money, cell phones--these items are particularly attractive to students who steal from other students. We strongly discourage all students from bringing any valuable items to school. Administration and staff are not liable for theft of any personal items. Be sure that your hall locker and gym locker are locked at all



times! Do not share your locker combination with any other student. If your corridor locker or gym locker is broken, report it immediately so it can be repaired or a new locker can be assigned. Caution beforehand is much more effective than feeling sorry after a loss!

## **AUTOMATED CALLING SYSTEMS**

The High School has several calling systems that are used throughout the year. These automated calls include daily attendance calls, general information calls, and survey calls. Daily automated attendance calls inform parents/guardians of the periods their student was absent. These calls are of an informational nature and there is no need to return a call as long as the information is accurate. They do serve to inform parents/guardians of possible truanancies from class. Please remember to monitor your student's attendance as there is an attendance requirement in place for course credit.

General information regarding your school community is also occasionally delivered via the automated calling system. The calling system may also be used as a survey tool to collect your input regarding various important school issues. Your feedback is important to us so we would appreciate it if you would take the time to assist us when you receive a survey call.

## **STUDENT TEXTBOOKS**

During the first week of school your student will receive a textbook(s) in most of his/her classes. Each book has a number and is issued specifically to your child. When books are distributed in the classroom, teachers record the student's name, the number of the book assigned to him/her, and the condition of the book. At the end of the course in January or June your student is expected to return the same book in relatively the same condition. If that same book is not returned, your student will be fined to help cover the cost of replacing the book.

Very often students report that their textbooks have been stolen or lost. We have a lost textbook area in the Main Office where students may check for lost books or folders. It is extremely important that the student hand in the same textbook he or she was issued. This prevents one student using another student's book at the end of the year to satisfy his/her responsibility. At the end of the school year you will be charged for books not returned. There are still many students who owe fines for lost or damaged textbooks. If your student

did not receive a report card in July, the reason may be that he/she has an outstanding fine for a book that was not returned. Call the Main Office if you have any questions about outstanding books or if in going through your student's materials you find books belonging to the school.

## **STUDENT PHOTO RELEASE**

Throughout the year the school district may photograph, videotape, and/or interview students for its publications or broadcasts which include both school and district newsletters and videos. Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues. Please note that the district and media may use the photos and videos taken at school events on their websites and on social media (Facebook, Twitter, Instagram, etc.). The district will still publish student pictures and images in school yearbooks.

Please complete and return the following form if you DO NOT wish your child to be photographed or videotaped for school publications or by the media. Return completed form to the Principal's Office at the Horseheads High School Main Office – 401 Fletcher Street, Horseheads, New York 14845.

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

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

## **RELOCATION REMINDER TO PARENTS**

If you move within the district, we require two proofs of residency when you submit the address change for your child(ren). Accepted forms of proof are:

- Bank contract or mortgage agreement showing purchase of home with name and address
- Signed rent or lease agreement with landlord's name, address, and telephone number, or DSS processed landlord statement
- Most recent utility bill (phone, gas, electric)
- Deposit receipt for gas, electric, phone service start-up
- Driver's license or State ID card with picture showing current district address.

- Currently active bank account/checkbook statement with name and address imprinted (bank may be contacted to verify existence of account)
- Payroll stub with address

If you have any questions, please contact Central Registrar, Karen McLain at 739-5601, ext. 4251.

## **COMPREHENSIVE STUDENT ATTENDANCE**

### **Statement of Overall Objectives:**

The Horseheads Central School District sets high standards for all students. It is our philosophy that the Horseheads Central School District is responsible to allow for the maximum development of each student's intellect, character, personality, and aesthetic, physical and social potential. In conjunction with the responsibilities of our school district, it is the responsibility of each student to be in school and in class at all times. There is a known correlation between attendance and academic performance and, with this in mind, the School District has developed this Comprehensive Student Attendance Policy.

The objectives of the Comprehensive Attendance Policy are:

- To accurately track the attendance, absence, tardiness, and early departure of students to and from school;
- To ensure student attendance in classes so that students may achieve State mandated education standards;
- To track students' location for safety reasons and to account to parents regarding the location of their student(s) during school hours;
- To identify and address attendance patterns;
- To verify that individual students are complying with education laws relating to compulsory attendance;
- To accurately record daily attendance for State aid purposes.

### **Description of Strategies to Meet Objectives:**

The School District will:

- Maintain an accurate register of attendance for each student to record attendance, absence, tardiness, and/or early departure.
- Utilize a data analysis system to track individual student attendance and to identify attendance patterns.

- Develop early intervention strategies to improve school attendance.
- Review on an annual basis the Comprehensive Attendance Policy and the building-level student attendance records.

## **Definitions**

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

- **Scheduled instruction:** Every period that a student is scheduled to attend an instructional class during the course of a school day during the school year. At the elementary and middle school level, this is every class excluding lunch. At the high school level, this is every class excluding lunch and activity period.
- **Absent:** The student misses more than fifteen percent (15%) of the period of the student's scheduled instruction (e.g., more than 12 minutes of an 80-minute class or more than 6 minutes of a 40-minute class).
- **Tardy:** The student arrives later than the starting time of the student's scheduled instruction.
- **Early departure:** The student leaves prior to the end of the student's scheduled instruction with approval.
- **Excused:** Any absence, tardiness, or early departure for which the student has a valid school-approved excuse. Such excused absences shall include, but are not limited to, personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, approved college visits, or other such reasons as may be approved by the building administrator.
- **Unexcused:** Any absence, tardiness, or early departure for which the student has no valid school-approved excuse. Such unexcused non-appearance shall include, but are not limited to, family vacation, skipping class, oversleeping, or any other absence that is not excused.

## **Coding System**

A record of each student's attendance including absence, tardiness, and early departure shall be kept in a register of attendance, which includes the components mentioned in the Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the District code for the reason.

Administration will establish procedures and a coding system for use throughout the district in accordance with the Commissioner's Regulations.

#### Intervention Strategy Process – Incentives/Disciplinary Sanctions

- Minimum Attendance for Course Credit
  - A student must be noted as present for 85% of a course's scheduled classes in order to earn course credit.
- For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than fifteen percent (15%) of the class, whether through tardiness or early departure.
  - Students suspended from school will not be marked absent.
  - Students who are not in class due to a school related activity such as sporting events, field trips, AP exams, music lessons, or any other such reasons approved by the building administrator will not be marked absent.
- In order to prevent loss of credit for failure to attend, the district will take the following steps:
- The parent(s) and/or person in parental relationship will be notified by an automated phone message when the student is marked absent.
  - After a student has been marked absent for the third time in a class, the instructor shall attempt to notify the student and his/her parent(s) or person in parental relation, informing them of the attendance policy in regard to course credit as well as the importance of class attendance. The teacher will document the notification.
  - A student and his/her parent(s) or persons in parental relation will be advised each marking period as to the status of their student's attendance. This notification will be included on the student's progress report. [The school's attendance policy regarding course credit and the actual number of classes the student may miss before forfeiting the right to earn credit is published in the student handbook and on the progress report.]

- A student who would otherwise receive credit for a course if not for the student's failure to attend may appeal the loss of credit to the building administrator in accordance with established procedures.

### **Notice of Absences**

Building administration will work with staff to implement parental notification procedures and when appropriate, will contact parents/persons in parental relation directly to discuss a child's absences, tardiness, and/or early departures, as well as the importance of class attendance and appropriate interventions.

### **Disciplinary Procedures**

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges.

### **Intervention Strategy Development**

The Building Principal shall meet with other administrators, teachers, and support staff as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current building intervention strategies. When determined that existing intervention policies or practices are insufficient, the Principal shall share these findings with the Site-Based Team.

The Principal will also notify the Superintendent (or designee) prior to the annual review of the Comprehensive Student Attendance Policy.

### **Attendance Supervision**

The Attendance Clerk, as directed by the Building Principal, is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.

## **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
- 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)
- 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
- 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.

## **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.

## **APPR OF TEACHERS AND PRINCIPALS**

The District is required to implement Annual Professional Performance Reviews (APPR) of most teachers and principals. The outcome of the APPR is that each teacher and principal subject to APPR this year will receive a composite evaluation score between 0 and 100. A score of 0-64 means that the teacher or principal is rated Ineffective, a score of 65-74 means that the teacher or principal is rated as Developing, a score of 75-90 means that the teacher or principal is Effective, and a score of 91-100 means that the teacher or principal is Highly Effective. You may request the final 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, contact Caitlin DeFilippo, Director of Human Resources, at 607-739-5601, x4211.

## **HIGH SCHOOL PROMOTION AND RETENTION**

### **Promotion**

- Grade level or class standing shall be determined by the accumulation of Carnegie units by the student. The student then shall be placed in the appropriate homeroom.
- To achieve 10th grade or sophomore status, a student must earn four (4) credits, including the successful completion of two (2) academic subjects.
- To achieve 11th grade or junior status, a student must earn nine (9) credits including the successful completion of four (4) credits of academic subjects and one (1) credit of physical education.
- In order to achieve 12th grade or senior status, the student must be in the position to graduate in August of the current school year.
- Courses will be taken in their normal progression and prerequisites must be adhered to. For example, English 10 will be taken after the successful completion of English 9.

### **Subject Retention**

- The Carnegie unit of credit of any failed subject or course in grades nine (9) through twelve (12) must be made up either through repetition of the course, a substitute course or through an approved summer school program if the credit is to be awarded.

## **SPECIAL EDUCATION SERVICES**

Chapter 434 of the New York State Education Law requires school districts to notify parents or persons in parental relation of their rights regarding the referral and evaluation of their child for the purposes of special education services or programs. This information can be found on our district website ([www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)) or on the New York State Education Department website ([www.nysed.gov](http://www.nysed.gov)) in "A Parent's Guide to Special Education." If you have further questions, please contact Kelly Squires, Director of Student Services, at 607-739-5601, x4300.



## **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:

- A student's personally identifiable information will not be sold or released for any commercial purpose;
- 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;
- 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.
- New York State maintains a complete list of all student data collected by the State and the data is available for public review at [www.nysed.gov](http://www.nysed.gov), or by writing to 89 Washington Avenue, Albany, NY 12234.
- 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.

## **PESTICIDE APPLICATION**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff, regarding the potential use of pesticides periodically throughout the school year.

The Horseheads School District is required to maintain a registry of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are **not** subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application
- Anti-microbial products

- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children
- Boric acid and di-sodium octaborate tetrahydrate
- The application of EPA designated biopesticides
- The application of EPA designated exempt materials under Title 40, Code of Federal Regulations (CFR) Part 152.25
- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification registry.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the attached form and return it to Tony Stager, the Horseheads School District pesticide representative at: Horseheads School District, Facilities Services, 507 Fletcher Street, Horseheads, NY 14845. You may also fax this form to (607)795-2595.

Please note: Four times per year via newsletter or equivalent, a written announcement concerning impending pesticide applications, pesticide use, “emergency” applications and any other associated pesticide use will be provided. This will occur at the beginning of the school year, at the end of the winter recess, the end of the spring recess and the end of the school year. Please feel free to contact Tony Stager at the District Safety Office at 739-5601 ext. 4270 if you have any questions or require further information.

## **FORTY-EIGHT HOUR PESTICIDE APPLICATION PRIOR NOTIFICATION FORM**

**Is email an appropriate method for notifying you of an impending pesticide application?**

**Yes/No** \*If not, you will receive a brief notification letter 48 hours prior to an impending pesticide application. Every effort will be made to ensure the notification reaches you 48 hours (or more) in advance of the pesticide application. This time may vary slightly due to postal conditions beyond the control of the district.

## Horseheads School District Request for Pesticide Application Notification

School Building (or field) \_\_\_\_\_

Your Name & Address \_\_\_\_\_

Phone or Cell Phone \_\_\_\_\_

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

Return to the High School Main Office or mail to Horseheads High School, 401 Fletcher Street, Horseheads, NY 14845.

### **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents/guardians and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents/guardians or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the Principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

## **NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS**

In addition to the rights outlined above, FERPA also gives the school district the option of designating certain categories of student information as "directory information". Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, including video recordings, e-mail address, and class roster.

You may object to the release of any or all of this "directory information"; however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. You may note your objections to the release of directory information to the Building Principal, Kris Earl.

# 2022-2023

## HORSEHEADS CENTRAL SCHOOL DISTRICT CODE OF CONDUCT/ HORSEHEADS HIGH SCHOOL RULES

### MISSION STATEMENT

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**

*The members of the Administration, Faculty, and Staff will work diligently with you throughout this school year to maintain a positive climate for the entire school community. Your support in this endeavor is essential.*

### REGULAR SCHOOL DAY SCHEDULE

<b>7:50 AM – 9:10 AM</b>	<b>PERIOD 1 – 2</b>
<i>7:50 AM – 8:30 AM</i>	<i>CTE Students Period 1 at HHS</i>
<b>9:18 AM – 10:38 AM</b>	<b>PERIOD 3 – 4</b>
<b>10:46 AM – 12:06 PM</b>	<b>PERIOD 5 – 6</b>
<i>10:46 AM – 11:24 PM</i>	<i>Period 5 – Lunch / Activity Period</i>
<i>11:28 AM – 12:06 PM</i>	<i>Period 6 – Lunch / Activity Period</i>
<b>12:14 PM – 1:34 PM</b>	<b>PERIOD 7 – 8</b>
<i>12:14 PM – 12:52 PM</i>	<i>Period 7 – Lunch / Activity Period</i>
<i>12:56 PM – 1:34 PM</i>	<i>Period 8 – Lunch / Activity Period</i>
<b>1:42 PM – 3:02 PM</b>	<b>PERIOD 9 – 10</b>
<i>2:22 PM – 3:02 PM</i>	<i>CTE Students Period 10 at HHS</i>

## **Horseheads Central School District Code of Conduct**

The following is a shortened version of the district's Code of Conduct, as required by New York State SAVE legislation of 2000. For a copy of the complete code, visit the district's web site at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com) or call (607) 739-5601, ext. 4201.

### **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 always adhere to all aspects of this policy 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.

## Horseheads High School Student Rules & Procedures

### ATTENDANCE POLICY

A major goal of the Horseheads High School Staff is to have the opportunity to educate you each day. Regular attendance is a condition for successful completion of all your courses. Your teachers are responsible for an accurate record of daily attendance in classes. Students must meet the 85% attendance rate established by our Board of Education Policy 5100. A class absence is defined as missing more than 15% of the period of scheduled instruction (e.g. more than 12 minutes of an 80 minute class or more than 6 minutes of a 40 minute class). 15 or more absences (7 for a ½ credit class; 28 for a two-semester class) will result in loss of course credit. Excused and unexcused both qualify as an absence from class. If you have any questions or concerns, please feel free to contact our attendance office or building administrators. The full policy can be viewed at our district website under the Board of Education tab or at this link: <http://www.horseheadsdistrict.com/index.cfm>.

### HOMEWORK

Students will be using 'Canvas' as a Learning Management System. If they are absent from school the learning will be available for student access materials that they have missed. Please know that the absent will still count against a student's attendance.

### YOU ARE TRUANT IF YOU

Are absent or leave school at any time without PRIOR permission of school officials and parents. Once you have entered school grounds, including the buses, **you are not permitted to leave campus at any point without permission.**

### SCHOOL AND CLASS TRUANCY

Will result in parent notification and consequences. Repeat offenders will receive progressively more severe consequences. Tests, quizzes, and other graded assignments missed for such trancies will result in a zero for that specific grade. Truancy count towards student absences.

## **TARDINESS**

Being tardy is defined as arriving late to class without a pass. Tardiness may result in disciplinary consequences. All discipline is progressive in nature. Teachers may have their own policies regarding tardiness. If you miss more than more than 12 minutes of an 80-minute class or more than 6 minutes of a 40 minute class this will count as an absence for that class.

## **LEAVING SCHOOL**

The Board of Education has determined that Horseheads High School is a **closed** campus. If you must leave school, you should bring a written note from your parent/guardian to the Attendance Office as soon as possible. All students must obtain a green card prior to leaving campus. If an emergency arises during the day that necessitates that you must leave school, your guardian must contact the attendance office and send them written notice prior to student leaving campus. Dismissal via telephone will only be done in emergency situations and must be approved by the principal. A student who leaves school property during any part of the day without permission may receive disciplinary consequences. Tests, quizzes, and other graded assignments missed for such truancies will result in a zero for that specific grade.

## **WRITTEN EXCUSES FOR ABSENCES**

If it is necessary for you to be absent for any reason, your parent or guardian is expected to call the attendance office during the first morning of your absence. This will notify your teachers that you will not be in class and request homework. You must bring a written excuse or email it to the Attendance Office when you return to school following any absence. This excuse must be signed by your parent or guardian and should include your full name, grade level, the date of absence, and the reason for the absence. Failure to bring an excuse for an absence means it is recorded as an illegal absence. Excused and unexcused absences both count towards attendance policy.

## **TOBACCO**

Federal and State Law prohibit the use of tobacco products at any time within any school building, on school buses or on school property. Tobacco products include electronic cigarettes (e-cigarette), Juuls, personal vaporizer, or any system that appears to deliver nicotine. Student use or **possession** of tobacco products is not only prohibited on school grounds before, during, and after school but also at any school related athletic event or extracurricular activity such as a school dance, play, concert, buses, or school trip. Any

student suspected of tobacco use may be searched for tobacco products and paraphernalia and all items will be confiscated and discarded.

Any individual found to be directly involved with a violation of tobacco will be suspended from school for five (5) school days.

### **POSSESSION OR USE OF A CONTROLLED SUBSTANCE**

The health and safety of each person as well as the maintenance of a stable learning climate depends on the normal reactions of every person in a day-to-day situation. Any substance that affects your reactions or limits your ability to respond, threatens the stability of the school. Therefore, no student may be under the influence of, possess, use, or offer for sale any controlled substance including alcoholic beverages and drugs in the school or on its grounds. The possession of paraphernalia will result in disciplinary consequences as well. A complete investigation of all reported incidents with assistance from parents, school officials, and appropriate law enforcement agencies will be conducted and may result in a long-term suspension from school.

Any individual found to be directly involved with a violation of the controlled substance policy will be suspended from school for five (5) school days. During the five-day suspension a Superintendent's Hearing may be held for the purpose of reviewing the incident(s) and considering alternatives not available to the building principal such as alternative education placement, longer term suspensions, and exclusion from school.

### **WEAPONS**

In compliance with the Gun-Free Schools Act of 1994, possession of a weapon or appearance of a weapon can result in one-calendar year suspension from school.

### **HARASSMENT**

As a school community, harassment in any form will not be tolerated. All suspected incidents should be reported to an Administrator or Counselor. Harassment that happens on or off school grounds and effect any student's ability to successfully learn can be subject to disciplinary actions.

Harassment will result in disciplinary consequences and law enforcement may be involved to maintain a safe school environment.

### **INSUBORDINATION**

Insubordination is a refusal on your part to comply with a reasonable request or to respond to such a reasonable request in a manner that mocks or degrades the individual in authority

or the request itself. An incident of insubordination may result in disciplinary consequences. A student who refuses to follow reasonable requests from any faculty or staff member is considered insubordinate.

### **FOOD AND BEVERAGES/CAFETERIA CONDUCT**

Food or beverages may not be ordered by students and delivered to the High School.

DoorDash, Grubhub, or other delivery services are not accepted at the high school. If a visitor delivers food and/or beverages to students, they will not be called out of class to pick up items. Students are to listen to announcements between classes. Any food or beverage that is brought into the High School from outside by a student is subject to testing.

Mature behavior is always expected in the cafeteria. In the cafeteria all students are expected to return their tray to the proper area immediately after you have finished your lunch. Causing a disruption or misbehaving in the cafeteria may result in disciplinary consequences which includes losing the ability to utilize the cafeteria. Food and Beverage are not allowed in the auditorium or the library.

### **CARE OF PROPERTY**

You are responsible for proper care of all items supplied by the school. If you disfigure furniture, break windows, or do other damage to school property or equipment including books and computers you will be required to pay for the damage. Violation may also result in disciplinary consequences.

### **APPROPRIATE DRESS**

Your manner of dress is primarily the responsibility of you and your parents. You are expected to maintain an appearance that is not offensive or distracting to other students and staff. Furthermore, clothing that may present a safety concern for students or staff is prohibited. If your manner of dress is such that it violates these standards, your parent will be notified, and you will be sent home for a change of clothing.

### **ELECTRONIC DEVICES**

Electronic devices such as cell phones and electronic watches are at the discretion of the classroom teacher. Please follow the classroom rules and syllabus. Teachers who do not allow such devices and observe them being used in the classroom will collect and turn the device in to the Main Office at the end of the class period as well as initiate a conduct referral. A parent or guardian will be required to pick up the device. Repeated violations of this procedure may result in additional consequences.

This year, each student in grades 9-12 will be assigned a laptop for educational use. Students will have the laptop with them throughout the school day and take it home to continue their schoolwork or research for projects for the purpose of using it as an instrument of learning during the 2022-2023 School Year. The student device should only be used for educational purposes and only by the designated student or students.

## **VIOLATION OF POLICIES**

Violation of classroom or school policies may result in one or more of the following actions as teachers will initiate a written referral to the grade level administrator:

### **ACTIVITY DETENTION**

Activity detention is held during periods 5, 6, 7, and 8. This is a quiet time, you are to bring books or other materials to study during this time. Cell phones will not be allowed during this time

### **SCHOOL ON SATURDAY (SOS)**

You may be assigned to SOS because of serious infractions of the school rules or repeated instances of violation of school rules. SOS begins at 8:15am and ends at 11:45am. Students are expected to bring books to study during this time. Cell phones and other electronic non-school devices are not to allowed during this time. It is expected that you will make the necessary positive changes in behavior. If the negative behavior continues, an out-of-school suspension may result.

### **OUT-OF-SCHOOL SUSPENSION**

For severe or repeated violations of any school rules, you may be suspended out-of-school for a period of up to five (5) consecutive school days. Parents will be notified of each instance of out-of-school suspension and a readmittance conference with your administrator will occur before you return to your classes.

## **ADDITIONAL INFORMATION**

### **GRADING**

Reporting of student performance in all subjects will occur four times per semester by report card.

### **PETITION FOR SCHEDULE CHANGES**

Student initiated change petitions must be made by July 31<sup>st</sup> for first semester and by the last day of first semester for second semester. Careful consideration of course selection is

necessary. If problems arise, you need to work together with the teacher and counselor towards a resolution.

### **ID CARDS**

Each student is issued an ID card yearly. Students may purchase a replacement ID card in the Attendance Office for \$2.

### **LOCKERS**

Are available upon request only. You are encouraged to leave valuables at home. If for some reason you have items of value, you may bring them to the Main Office or South Office for storage. All school lockers are the property of the school. Your locker may be subjected to inspection at any time.

### **STUDENT PARKING**

Parking is by permit only and reserved for our seniors. Stickers will be valid for the entire 2022 – 2023 school year at no cost. All senior student parking is on a first come, first served basis. Students receive a sticker prior to the start of school, this sticker permits parking in the following locations: Student parking lot at the corners of Grand Central and Fletcher Street or the Athletic Field House parking lot (off Division Street). Students are not permitted to park in staff, reserved, or visitor designated areas. This includes during Regents testing or other school days. Once student parking areas are full, your only other choice is to park on the street. All road markings must be followed when traveling throughout the high school campus. All cars are subject to search at any time while on school property. Please refer to the student parking letter and application for detailed information. There are more stickers distributed than there are parking spots. Therefore, if there are no open parking spots in your designated area you will be expected to park off campus. Students must receive permission from an administrator to go to their car during the school day. Parking privileges are non-transferable and can be suspended and/or revoked at any time. Repeat violations are subjected to car towing at the owner's expense. Parking privileges may be revoked for any inappropriate behaviors. High School administration will be responsible for enforcement of these regulations.

### **SERVICES**

Your school provides several services during the school day. You are encouraged to take full advantage of these services when needed: Computer Labs, Counseling Services, Math Lab, Health Services, Library Facilities.

## **VISITORS**

Students are not allowed to have ANY visitors in the school.

## **ACADEMIC HONESTY CODE**

HHS expects all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

### ***CHEATING***

Cheating includes but is not necessarily limited to:

Copying/Sharing Assignments

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

### ***PLAGIARISM\****

- Submission of any work that is not the student's own.
- Submission or use of falsified data or records.

\* - Plagiarism is the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves "the use of any outside source without proper acknowledgement." In the academic setting, an "outside source" includes "any work, published or unpublished, by a person other than the student."

### ***CHEATING ON EXAMS OR ON MAJOR PROJECTS***

Use of unauthorized material including, but not limited to, textbooks, notes, calculators, computer programs, cell phones, text messages, or built-in cameras during an examination or on a major project

Supplying or communicating in any way unauthorized material including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project.

### ***FORGERY/STEALING***

- Unauthorized access to an exam or answers to exam
- Use of an alternate, stand-in or proxy during an examination



- Alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic advantage
- Sabotaging or destroying the work of others
- Forging parental signatures on school forms and notes

***YOU ARE CHEATING IF YOU (INCLUDES BUT NOT LIMITED TO)***

- Copy, fax, duplicate, or transmit, using any technology, assignments that will be turned in as original work.
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as original work.
- Write formulas, codes, key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, computer programs, cell phones, text messages or built-in cameras when prohibited.
- Exchange answers with others (either give or receive answers).
- Submit someone else's assignments as your own, in whole or in part.
- Submit material (written or designed by someone else) without giving the author/artist's name and/or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher.
- Steal tests, answers, or materials, or have unauthorized possession of such materials.
- Sabotage or destroy the work of others.

## **SCHOOL MEAL PROGRAMS**

Children need healthy meals to learn. **Horseheads CSD** offers healthy meals every school day. Breakfast costs **\$1.25**; Lunch costs **\$2.10 Grades K-6; \$2.35 Grades 7-12..** Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

**\*\*We are pleased to inform you that Phoenix Academy and The STEM Academy in the Horseheads CSD will implement a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2022-2023.**

**What does this mean for your child(ren) attending the school(s) identified above?** All students enrolled at the Phoenix Academy and The STEM Academy are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2022-2023 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

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

#### **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?**

No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: Rob Cole, Horseheads Food Service Office, 950 Sing Sing Road, Horseheads, NY 14845.

#### **WHO CAN GET FREE MEALS?**

All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.

#### **CAN FOSTER CHILDREN GET FREE MEALS?**

Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.

## **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?**

Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you have not been told that your children will get free meals, please call or e-mail Kelly Squires at 607-739-5601, ext. 4300, [ksquires@horseheadsdistrict.com](mailto:ksquires@horseheadsdistrict.com) to see if they qualify.

## **WHO CAN GET REDUCED PRICE MEALS?**

Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

## **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?**

Please read the letter you got carefully and follow the instructions. Call the district food service office at 607-739-5601, ext. 3671 and speak to Rob Cole if you have questions.

## **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?**

Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.

## **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?**

Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.

## **WILL THE INFORMATION I GIVE BE CHECKED?**

Yes and we may also ask you to send written proof.

## **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?**

Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.

## **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?**

You should talk to school officials. You also may ask for a hearing by calling or writing to: Dr. Thomas Douglas, Superintendent of Schools, Horseheads CSD, 607-7395601.

### **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?**

Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.

### **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?**

You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.

### **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?**

List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.

### **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?**

If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.

### **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?**

No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

### **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?**

To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

## 2022-2023 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK

### 2022-2023 FREE ELIGIBILITY INCOME CHART

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 25,142	\$ 2,096	\$ 1,048	\$ 967	\$ 484
2	\$ 33,874	\$ 2,823	\$ 1,412	\$ 1,303	\$ 652
3	\$ 42,606	\$ 3,551	\$ 1,776	\$ 1,639	\$ 820
4	\$ 51,338	\$ 4,279	\$ 2,140	\$ 1,975	\$ 988
5	\$ 60,070	\$ 5,006	\$ 2,503	\$ 2,311	\$ 1,156
6	\$ 68,802	\$ 5,734	\$ 2,867	\$ 2,647	\$ 1,324
7	\$ 77,534	\$ 6,462	\$ 3,231	\$ 2,983	\$ 1,492
8	\$ 86,266	\$ 7,189	\$ 3,595	\$ 3,318	\$ 1,659
*Each Add'l person add	\$ 8,732	\$ 728	\$ 364	\$ 336	\$ 168

#### HOW TO APPLY:

To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number or check the box if the adult does not have a social security number. An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their

children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

#### **REPORTING CHANGES:**

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

#### **INCOME EXCLUSIONS:**

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

#### **REDUCED PRICE ELIGIBLE STUDENTS:**

Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge. In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

#### **MEAL SERVICE TO CHILDREN WITH DISABILITIES:**

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

**CONFIDENTIALITY:**

The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**REAPPLICATION:**

You may apply for benefits any time during the school year. If you are not eligible now but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Joseph Kilmer, GST BOCES Regional Food Service Director

**Nondiscrimination Statement:**

This explains what to do if you believe you have been treated unfairly.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race,

color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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

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

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

This institution is an equal opportunity provider

**The 2022-2023 Application for Free and Reduced Price School Meals can be found at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com).**



## THE BIG FIVE

In 2008 CSS Workforce NY and the Chemung County Chamber of Commerce's Business Education Roundtable successfully launched The Big Five campaign. Thousands of posters and bookmarks were distributed across Chemung, Schuyler, and Steuben Counties championing five foundational concepts of workforce readiness:

- Be honest
- Show up on time every day
- Be ready for work
- Be willing to learn
- Maintain a good attitude



Though many things have changed since 2008, these basic values are still relevant today. CSS Workforce NY, GST BOCES, and the Chamber's Business Education Roundtable have teamed up to bring Education and Business together to revitalize this initiative and introduce it to a new generation of students and employees.

Follow us on Facebook and Twitter: Learn about up-to-date information about our district on Facebook and Twitter: On Facebook, the district and each of our seven schools have pages. Please "like" them to get the information on your news feed. Follow us on Twitter at @HhdsSchools to read our tweets.

NOTICE: The Dignity Act Coordinator (DAC) for Horseheads High School is Mike McCawley. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mr. McCawley 739-5601, ext. 1603. The Dignity Act Coordinator for the Horseheads Central School District is Caitlin DeFilippo, who may be reached at 143 Hibbard Road, Horseheads, NY 14845, 607-739-5601, x4211.

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601. This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Caitlin DeFilippo, Director of Human Resources, [cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com), 143 Hibbard Road, Horseheads Central School District, Horseheads, NY 14845, (607) 739-5601 and US Department of Education, Office of Civil Rights, LBJ Department of Education Building, 400 Maryland Avenue SW, Washington DC 20202-1100, (800) 421-3481.

**SAFE SCHOOLS LINE 607-795-2044 or 1-800-305-4984**  
**REPORT A CONCERN, RUMOR, BULLYING INCIDENT, OR ANY SAFETY ISSUE**  
**ANONYMOUSLY AND CONFIDENTIALLY**  
**24 HOURS A DAY**



# **Office of Children and Family Services**

**To report child  
abuse or neglect:**

**Call toll free**

**1-800 -342 -3720**

**or**

**[ocfs.ny.gov/main/cps](http://ocfs.ny.gov/main/cps)**