

# The School Connection



## Principal's Post

## Horseheads Intermediate School

As we enter another school year, I reflect back on how quickly the summer passed by with everything being flipped upside down due to the pandemic. This has been a historic year that will go down in history...and we get to navigate through it!

Now we are back at it...summer is quickly fading away, and fall will be upon us soon. For some that may mean bad news with winter inevitably on its way, but for me it means cooler temperatures, changing leaves, football season (somewhat), but most importantly – a fresh start to a new school year. To me, fall brings a sense of strength in knowing that renewed beginnings bring new learning. My hope is that the summer has rejuvenated our students and broadened excitement for the challenges that lie ahead. It's hard to believe that it has been 6 full months since we have seen our students in person.

I am truly excited to have a full staff and most students back at the Intermediate School. Whether you chose hybrid or 100% remote, we are ready to educate and facilitate the growth of your child's learning. There are great challenges that lie ahead such as helping students wean off of Fortnite...Lol. Please know that we are focusing on what is best for your child. We have a strategic district and an incredible school. I can't help but think how fortunate we are to have the honor and privilege of educating students in the Horseheads Central School District. We all take that seriously, and we'll do all we can to help each and every child reach for their full potential. I thank you in advance for your support.

Please read this newsletter carefully as it is full of important information about the Intermediate School and some exciting upcoming events. If you'd like to stay informed about the great things going on at Horseheads Intermediate School, dig into our social media. Follow me on Twitter and at our hashtag, like us on Facebook, and visit our website for useful resources and great information.

We have so many valuable learning experiences and fun activities lined up for your child this year at the Intermediate School. Keep your eyes peeled for upcoming activities, events, and possibly clubs at a later date. If you ever have any questions, comments, or concerns, do not hesitate to call the office.

**Follow me on Twitter:** Michael Bostwick@[M\\_Bostwick](#)  
**School Hashtag:** [#ISinnovators](#)

**Like us on Facebook:** Search Horseheads Intermediate School

**Website:** <http://www.horseheadsdistrict.com/HHIS.cfm>

Yours in education,

Michael Bostwick

"At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents."  
-- Jane D. Hull

September 2020  
Volume 9 Issue 1

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### ATTENTION!

**Parent Resources** on  
IS website.

*"Please know that we are focusing on what is best for your child."*

## Mark Your Calendars!

Tuesday, Sept. 8 <sup>TH</sup> -11 <sup>th</sup> :	NO SCHOOL –CONFERENCE DAYS
Monday, Sept. 14 <sup>th</sup> :	First Day of School for Cohort A Students
Wednesday, Sept. 16 <sup>th</sup> :	First Day of School for 100% Remote Students
Thursday, Sept. 17 <sup>th</sup> :	First Day of School for Cohort B Students
Tuesday, Sept. 15 <sup>th</sup> :	Open House has postponed (more information to come)
Tuesday, Sept. 22 <sup>nd</sup> :	PTO Meeting, 6:30 PM (virtual – contact officers for more information)
Thursday, Sept. 17 <sup>th</sup> :	Board of Education Meeting, Center Street Elementary School, 6:00 PM
Sept. 25 <sup>th</sup> , Sept. 28 <sup>th</sup> - 29 <sup>th</sup> :	Fall Book Fair (online)
Monday, Sept. 28 <sup>th</sup> :	School Pictures – Cohort A
Friday, Oct. 2 <sup>nd</sup>	School Pictures – Cohort B

## Extra! Extra! Read All About It!

Staff at the Horseheads Intermediate School would like to welcome you to our school. We look forward to a great year! The staff is charged with the responsibility of ensuring the welfare and safety of your children from the time of their arrival at school in the morning, until they are placed aboard the school buses at dismissal. In order to fulfill this responsibility, we solicit your cooperation with the requests below.

1. We understand there has been an enormous amount of information shared with you over the last few weeks regarding opening schools in the hybrid model. Our district website has the information consolidated and by topic. For information about procedures, protocols, and processes visit our website at <https://horseheadsdistrict.com/2020-21districtplan.cfm>
2. If you would like your child to be excused from school early, please send a note stating the time of dismissal, the name of the person to whom the child is to be released, and the reason for the early dismissal. Students will remain in their classroom until you arrive unless you call ahead to say you are on the way.
3. School begins at 8:25 AM. Homeroom period starts at 8:00 AM. Students who do not ride the bus to school **should not arrive before 7:40 AM**. No supervision will be provided prior to 7:40 AM. From 7:40 AM until 8:00 AM, students will be directed to the Cafeteria. Breakfast will be available from 7:40 AM – 8:25 AM. To avoid any potential unsafe situations, it is requested the stipulated arrival time be followed. **This is a reminder: Parent Drop-Off will only be at the Main Entrance of our school.** Please drive up and around the outside of the upper parking lot, and proceed to drop off in the canopy area at the Main Entrance of the Intermediate School. Please make sure your child is ready to **exit the curbside of your vehicle**. Morning buses will use the Fieldhouse entrance to drop-off students to school. No parent vehicles will be allowed to use the Fieldhouse entrance. This is for safety and to minimize traffic congestion at the school and on Sing Sing Road.
4. If your child is not going to ride home on the school bus on a given day, send a note on that day to the school office outlining your pick up plans. Children should be picked up promptly between **2:15 – 2:30 PM** according to the procedures previously sent out. Adults picking up students will be asked to sign a dismissal sheet before leaving with the children. Please park in the front of the building in the upper lot and use the side doors (door 26 for 5<sup>th</sup> grade and door 21 for 6<sup>th</sup> grade). Please do not arrive before 2:15 PM. Recess is held on the blacktop of the upper parking lot until this time and classes do not end until 2:10 PM.
5. Students who have notes for early dismissal or for other dismissal arrangements are to take a note to **their homeroom teacher in the morning**. Without a note, your child will be placed on his/her regular bus or pickup based on the regular procedures.
6. On the first day of school, several papers need to be read and signed. **One very important notice is the EMERGENCY GO HOME form. Please be sure that your child is aware of the emergency address in the event of an early dismissal. Be sure to alert us to any changes that may occur throughout the school year in order for the changes to be made here at school**
7. Should any questions or concerns arise during the school year, we would ask that you contact your child's teacher first, per school district policy. Further questions can be directed to the building administrators.

7. Please note an important message from the Transportation Department. If you should have any questions, please feel free to call us at 739-6366.  
**"In an effort to cut costs and increase efficiency, we have consolidated some of our bus runs. As a result, your child's bus number(s) and bus times may change, and your child may be on the bus a little longer than last year. In addition, due to limited space on the buses, we are no longer able to allow friends of students to ride their bus to and from school with them."**
8. **Cafeteria Prices:** Please note that cafeteria prices have remained the same for this year: Elementary Lunch - \$2.10, Secondary Lunch - \$2.35 and Breakfast - \$1.25.
9. Important Open House Information. Our Annual Open House is scheduled for **Tuesday, September 15<sup>th</sup>, between 6:30 PM – 7:30 PM**. At this time, due to COVID-19 restrictions we are postponing Open House until we can plan a system for safe interactions. We hope to be able to work out an alternative in the near future.

**OPEN  HOUSE**

### Intermediate School PTO Officers (2020-2021)

I'd like to introduce you all to our PTO Officers for the 2020-2021 school year. Please attend our meetings held in the Library at 6:30 PM most often on the second Tuesday of the month. Our first meeting is on September 17<sup>th</sup>.

<b>President:</b>	Gretchen Ferraro	<a href="mailto:gferraro2010@gmail.com">gferraro2010@gmail.com</a>	425-2603
<b>VP:</b>	Angela Sullivan	<a href="mailto:Aksullivan624@gmail.com">Aksullivan624@gmail.com</a>	518-708-4288
<b>Treasurer:</b>	Danielle Richardson	<a href="mailto:dani0227@aol.com">dani0227@aol.com</a>	425-6896



### FAMILY VACATIONS



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

Because such extended absences are not excused, students are expected to request their work **upon return**. You may ask ahead of time for work, but homework may change based on how students are learning the content. An appropriate time frame will be given to return the assignments. Students should be encouraged by parents to practice academic skills while on the trip (i.e. journaling, applying math to situations, finding science/historical connections, etc.)





# Dignity For All Students Act (DASA)



## *Differences between Conflict and Bullying*

### Conflict

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

### Bullying

- ▶ intent to cause harm – bullies have thought about how to harm others
- ▶ imbalance of power - bullies use power to control or harm their victims
- ▶ repetition - bullies often target the same people over and over

If your child is experiencing any issues at school, please keep in close contact with the teacher(s). If the issue is serious or persistent, building administrators will handle each issue earnestly.

# HABITS OF MIND

The Intermediate School will be practicing the Habits of Mind. Habits of Mind are characteristics of what people can do when faced with challenges or problems to solve. There are 16 Habits of Mind, and our school will focus on one Habit of Mind per month beginning with **Listening with Empathy and Understanding**:

**1. Listening with Empathy and Understanding - September**

2. Persisting
3. Managing Impulsivity
4. Thinking Flexibly
5. Taking Responsible Risks
6. Questioning and Posing Problems
7. Applying Past Knowledge to New Situations
8. Striving for Accuracy
9. Thinking about your Thinking ( Metacognition )
10. Thinking and Communicating with Clarity and Precision

*Listening with Empathy and Understanding means to always consider other people's perspectives, listen attentively, and to care about others' opinions. Please help foster this at home.*

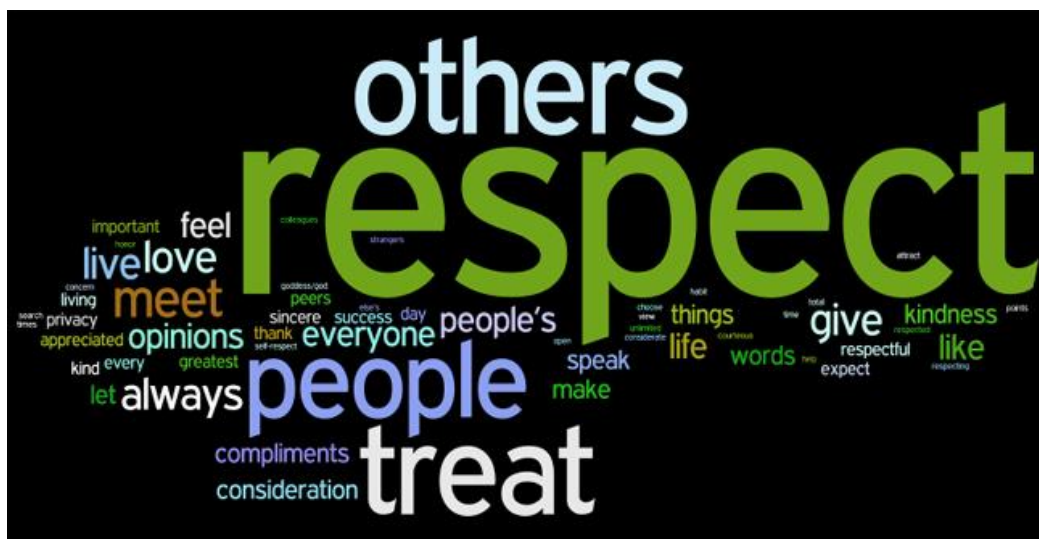
If you would like to know more about the Habits of Mind, please visit

<http://www.instituteforhabitsofmind.com>

*Character Trait of the Month is...*

***Respect***

- Treat others the way you want to be treated
- Be tolerant of differences
- Use good manners and positive language
- Be considerate of the feelings of others
- Deal peacefully in times of conflict







## ADVANCED ART PROGRAM



Advanced Art classes will be offered to fifth and sixth grade students who are identified as highly talented in Art. These classes allow for students to engage in higher level projects during an extra Art time. The criteria for program selection are: 1) The student consistently demonstrates excellence in art skills, technique and creative problem solving with a variety of art forms and materials; 2) The student completes quality Art assignments; and 3) The student exhibits self-motivation, interest in pursuing Art outside of the classroom, and considers pursuing Art as a possible future career.

Initially, each student's ability level will be assessed through a Composite Drawing Test, their beginning art projects and recommendations from elementary Art teachers.

Advanced Art classes will eventually be offered virtually to our hybrid and remote students. Parents of those students accepted will be notified and asked to sign a permission slip. Class attendance is mandatory for participating students. Please understand that space is limited, with only two classes of Advanced Art available for each grade level. Students who were in Advanced Art last year are not automatically guaranteed a spot for this school year. ALL students will be assessed on a continuous basis and can join the program throughout the year.

More information will be shared with students and sent home at a later date.

## INFORMATION REGARDING VACCINATION REQUIREMENTS!



### NEWS FROM THE HEALTH OFFICE

#### PLEASE READ THIS VERY IMPORTANT INFORMATION FROM THE HEALTH OFFICE

Dear Fifth Grade Parents/Guardians:

**All 6<sup>th</sup> grade students will need to receive 2 doses of the Varicella (Chicken Pox) vaccination along with the Tdap vaccine. The laws are very strict, and we cannot allow students to come to school after the first 10 days of school without these immunizations.**

Your child may get the required immunization through your health care provider, Five Star Urgent or Walk-In Clinics or through the Chemung County Health Department, at (607)737-2028, appointment, only if qualified.

You must provide proof that your child has received the Tdap immunization in order for your child to attend school in the fall. Your health care provider or health department will provide you with this written proof once your child receives the immunization. Please bring this proof to our Health Office or fax it to us at 795-2495. Information must be received by **Friday, September 25, 2020. No appointment cards accepted.**

**Please note: 10-year-old students who are entering 6<sup>th</sup> grade will not be required to receive the Tdap vaccine at this time and will not be excluded from school, but will be tracked and must be immunized upon turning 11 years old.**

If you have further questions, please contact the health office at 739-6366 (Option 2). Thank you for your cooperation.



### HEALTH CORNER



It is that time of the year again to remember good health practices. Please keep your child home if he/she has had a temperature of 100 degrees or higher, vomiting or diarrhea in the past two hours. Because there is no known cure for the common cold, prevention is the key to keeping colds away. Most of the time you acquire a cold virus by touching your eyes, nose or mouth with an object that has the cold virus on it.

Therefore, to help avoid catching a cold:

- Wash hands thoroughly and frequently with warm soapy water.
- Sneeze into a tissue, rather than your hands, then discard the tissue(\*Remember to please send in tissue boxes)
- Don't touch your face—your hands may have come in contact with a cold virus!
- Drink 8 glasses of water daily.
- Get plenty of rest—up to 12 hours a night!!!

Please be considerate of others—you are contagious for the first 3 days after symptoms appear.

**If you have questions, please call the Health Department at 737-2028.**



Six years ago we launched a Makerspace in the Intermediate School. A Makerspace is a place for students to tap their creativity and innovation by investigating/making things they are passionate about. We started small with things such as making challenges, electrical circuits, tech devices such as Makey Makey/Little Bits/Ozobots, and we even have a take apart station where students can deconstruct electrical devices to see how they work. Several years ago we added a 3D printer, and we're excited to see where this will take us! Unfortunately, this year we will not be participating in Makerspace due to the nature of avoiding shared materials.



## VOLUNTEERS NEEDED FOR SCHOOL CAREER EVENTS

The school district has many career related events including career days, career panels, job shadows, classroom speakers, field trips, and mock interviews. **We are always looking for volunteers** for these events. We are looking for parents, grandparents, other adult family members and friends as well as community volunteers in every career field. If you feel your career is not of interest or you are currently at home, you may still contribute through mock interviews and other fun classroom events. **We will be doing many of these events on-line, but they are still important experiences for the career development of our students.** Most events are only an hour or two on a given day, yet **your experience and career knowledge** can deeply influence a child's life, career goals, and future educational path.

## PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

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

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



## ***Information about Emergency School Closings/Delays***

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 (effective February 2019)** – 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/ Magic FM 92.7FM/WGMM 98.7

Note: 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, on school delays, there is no breakfast served.
- On school delays, Pre-Kindergarten begins at 10:30am.
- If a storm develops after school begins, usual procedure is NOT to close school early. This allows time for highway crews to plow and sand the roads and has proved to be less disruptive and confusing than attempting to send students home early.

# CLASSIFIEDS

Parent Portal



## *Parent Portal*

Parent Portal



Would you like to know more about your child's grades and attendance? Join Parent Portal to get access to up to date student records. In order to set up an account, we must have a valid e-mail address for each parent who would like access. If you haven't already signed up, visit the Main Office. You will be asked to complete a short form and present identification.

**Please note:** If you checked the Parent Portal box on your child's emergency form, or if you signed up at the school's Open House, you do not need to do anything further. You should have received further information about Parent Portal via e-mail.



The Fall Book Fair sponsored by the **PTO** will be from Friday, September 25<sup>th</sup> and run through Monday, September 28<sup>th</sup>. It will be online instead of in person. More information will be forthcoming.

Please contact Gretchen Ferraro at [gferraro2010@gmail.com](mailto:gferraro2010@gmail.com) or 425-2603 for more information.

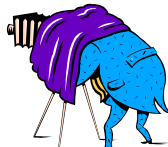


## Electronic Devices

Electronic devices, including but not limited to, cell phones, iPods, iPads, etc. are not permitted to be used or visible during the school day unless used for educational purposes and approved by the teacher. Teachers have been instructed to take the device and turn it in to the Main Office after 1 warning. Parents will then need to pick up the device in the Office. Repeated violations of this procedure may result in a conduct referral and consequence. **Additionally, the school district is NOT liable for lost, damaged, or stolen property.**

## SCHOOL PICTURES

The photographer will be at the Intermediate School on **Monday, September 28<sup>th</sup>, for Cohort A Students** and **Friday, October 2<sup>nd</sup>, for Cohort B Students**. Information packets and payment envelopes will be sent home approximately one to two weeks prior to the picture date. Don't forget to wear your smile!



## Help Wanted

**Substitute Teachers, Teaching Assistants and Substitute RNs needed for per diem work during the school year.**

**Teaching substitutes** must meet the following criteria: 1) An Associates' Degree or higher; OR 2) completion of at least 2 years of College; OR 3) Graduated from High School for at least 4 years and completed at least 12 college credits; OR 4) an Honorable Discharge from the military.

**Sub RNs and LPNs** should bring in evidence of their license.



We will again be collecting aluminum can pull tabs this year. Thanks to all who donated pull tabs for the Ronald McDonald House. Last year we have collected over **40 pounds**. **Please continue collecting the tabs.** As friends, neighbors, and relatives to save their tabs too! You can drop them off in the office anytime!

## BOX TOPS FOR EDUCATION

Labels for Education & Box Tops  
raised \$414.00 during  
2019-2020 school year!

This is amazing!

Thank you for participating in this on-  
going fundraiser!



## RATES FOR SUBSTITUTE TEACHERS

The District needs certified teachers for day-to-day substituting opportunities in all of our schools.

### STATUS RATE

1. Uncertified Teacher without Four-Year Degree \$90/day
2. Uncertified Teacher with Four-Year Degree \$95/day
3. **Certified Teacher** **\$105/day**
4. Retired Teacher from HCSD \$135/day
5. Retired Teacher from Another District \$115/day
6. **Additional Pay for 20 Days' of Per Diem Substitute Teaching** **\$100**
7. Teaching Assistants \$11.80/hr.
8. Contract Substitute Teaching Assistant \$11.80/hr.

To apply, contact Human Resources Office at  
739-5601x 4211.

## SAFE SCHOOLS LINE

The Horseheads Central School District has a Safe Schools Line for students, parents, and community to use to report rumors, tips, or other items of concern regarding district schools. The service is available twenty-four hours, seven days a week. All calls are anonymous, unless the caller wishes to leave his/her name. The tip line numbers are 795-2044 and 1-800-305-4984 (toll free).

# Annual Notices

## Title 1 Notice for Intermediate School

In compliance with provisions of the No Child Left Behind Act of 2001, reauthorized by the Every Student Succeeds Act (ESSA), we are informing you that Horseheads Intermediate School receives Title I federal funding. Therefore, you have the right to request information regarding the professional qualification of your child's classroom teacher(s). Specifically included is your right to know the following:

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

Should you wish to exercise your right to make your request to: Caitlin DeFilippo, Director of Human Resources, Horseheads Central School District, 143 Hibbard Road, Horseheads, New York 14845. (607)739-5601, ext. 4211.

## Promotion and Retention

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

## Early Identification/Intervention

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

## Promotion/Retention

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

The following provisions shall apply to promotion and placement decisions:

1. No student promotion or placement decision for grades three through eight shall be based solely on student performance on the ELA or Mathematics State assessments;
2. Student assessment scores may be considered as a measure of student performance only if the decision-making process uses multiple measures of assessments and data in addition to the State assessments and the State assessments are only a minor factor in the promotion/placement decision;

3. In making promotion and placement decisions, the school will consider in class performance, teacher observation, homework, input of the parent, social and emotional needs as well as any other applicable measures, other than State assessments;
4. The final decision regarding placement and promotion is the decision of the building administrator

### **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. (100% of our teachers are certified and teacher within their certification area)

### **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, you may contact Caitlin DeFilippo, Director of Human Resources, at 607-739-5601, x4211.

### **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.

## **FERPA**

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

Dear Parent/Guardian or Eligible Student:

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:

1. 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.

2. 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.

3. 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.

4. 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. For your convenience, you may note your objections to the release of directory information on the enclosed form and return it to the Building Principal.

### Non-Discrimination Notification

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Caitlin DeFilippo

Director of Human Resources

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

143 Hibbard Road

Horseheads Central School District

Horseheads, NY 14845

(607) 739-5601

U.S. Department of Education

Office of Civil Rights

LBJ Department of Education Building

400 Maryland Ave., SW

Washington, DC 20202-1100

(800) 421-3481

### APPR of Teacher and Principals

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

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.

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.

Michael Bostwick is the Dignity for All Students Act (DASA) Coordinator at the Intermediate School. Caitlin DeFilippo is the DASA Coordinator for the District. All concerns regarding discrimination, harassment, or bullying should be directed accordingly.

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin or disability. Inquiries regarding this policy may be made to 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.