

Horseheads Middle School

Back-to-School Edition



“Everything You Need to Know”



Contact Us!

607-739-6357 • <http://Horseheadsdistrict.com/HHMS.cfm>

We Look Forward to Seeing You Soon!

On behalf of all of us at Horseheads Middle School, we welcome you to our school community. Students and staff at the middle school work within the framework and fundamental characteristics of our **Raider Way** and **THINK** programs.

Our **Raider Way** program guides students as they develop into trustworthy, respectful, responsible, fair and caring citizens. In addition to the **Raider Way**, we also ask students to **THINK** before interacting with peers and staff. **THINK** requires students to ask themselves if their written and spoken communication is True, Helpful, Inspiring, Necessary and Kind.

In addition, we encourage students to follow the **FISH Philosophy**, which teaches us the principles of: **Choose Your Attitude, Make Their Day, Be There and Play.**

We encourage all students to develop a **Growth Mindset**. By having a **Growth Mindset**, students can

develop the grit necessary to persevere through challenging tasks and view failure as an opportunity for learning.

Working within the frameworks of the **Raider Way**, **THINK**, **FISH** and **The Growth Mindset**, we are committed to providing a quality education for all students within a nurturing environment. The educational demands placed on our students continue to increase as we prepare them for college and careers. Through rigorous and relevant instruction, we provide the learning opportunities necessary for success in middle school, high school and life beyond graduation. Student success increases when schools and families work together. Therefore, please contact us with any questions, concerns or suggestions as we work together to provide valuable learning opportunities for our students.

— Mr. Holloway, Principal

Dear Horseheads Middle School Families,

Welcome to the 2024-2025 school year! We are extremely excited to see the familiar faces of those returning to us and welcoming everyone who is new to our school. We have been working hard this summer to make sure you have an environment in which you can thrive academically, socially and emotionally.

One of the greatest characteristics of the Horseheads Middle School community is the care and compassion shared between staff, students, parents, and our community. We are a place where staff and families come together to ensure that the children entrusted to us grow to be productive, confident, compassionate members of our community.

Have a great day The Raider Way!

— Mr. Hoeffner, Assistant Principal

Welcome Back Raiders!



SCHEDULE PICK-UP & SELF-GUIDED TOUR

Point Yourself in the Right Direction!

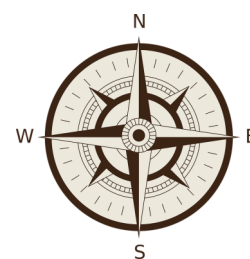
New-student orientation for 7th graders and all new-to-the-district 8th graders.

Orientation and Self-guided Tour: August 28th at 12:00pm and 6:00pm

Students will meet with their school counselors, pick up their schedules, tour the building and practice using their lockers.

Parents will meet with the school administrators to review the middle school procedures and have their questions answered.

Both programs will last approximately 30 minutes.



RETURNING 8TH GRADERS

Returning 8th grade students may pick up their schedules from 8:00 - 3:00pm or 6:00 - 7:00pm on August 28, or see them on School Tool.



**1st Day of School is
Wednesday, September 4.
It will be an Odd day.**

Drop-Off and Pick-Up Procedures

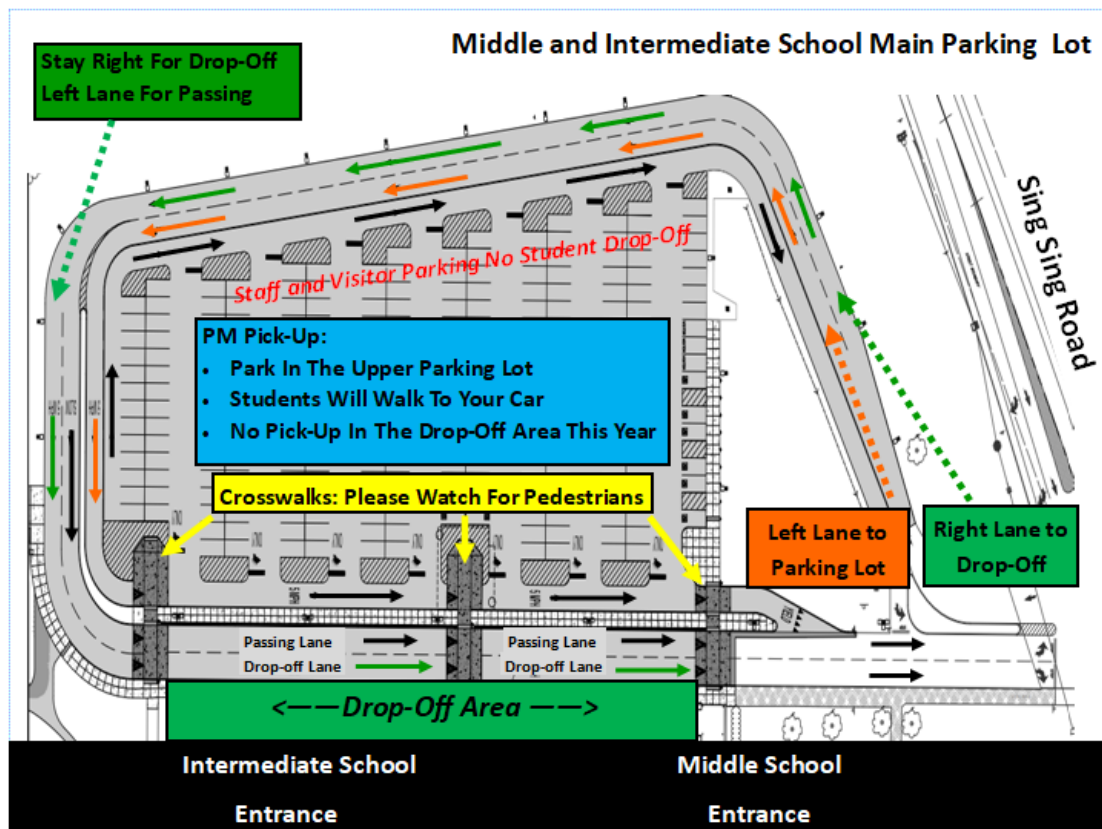
Due to the large volume of students being dropped off and picked up, the line can become very long. We ask that you help alleviate unnecessary wait time by following these simple procedures:

- **Utilize the entire drop-off lane**
 - ⇒ Please do not wait until you have pulled up to the middle school entrance to drop off your student
 - ⇒ Approximately ten cars can drop off simultaneously
 - ⇒ Please use caution when utilizing the passing lane to pull around cars dropping off students
 - ⇒ Students should exit the vehicle as soon as it is safely stopped
 - ⇒ Please be sure students have all of their belongings ready to go
- **Do not drop students off in the staff or visitor parking lots**
- **Do not drop students off on Sing Sing Road**
- **Students should walk in the door no later than 7:40 to avoid being late to first period**

Pick-up procedures:

Do not wait in the drop-off lane or any of the driving lanes in the parking lot. Please park in the upper parking lot and wait for your student to walk to your car

- Using a consistent parking spot or general area, will help facilitate the pick-up process
- Students will cross to the parking lot using the crosswalk nearest the intermediate school





BELL SCHEDULES

Regular Day:

Parent Drop Off :

7:15 - 7:38

Students wait in the MS Café

Buses Unload

7:30 – 7:45

(Students wait in the Field House)

Students Dismissed to 1st period:

7:38

2-Hour Delay Day:

Parent Drop Off :

9:15 - 9:38

Students wait in the MS Café

Buses Unload

9:30 – 9:45

(Students wait in the Field House)

Rooms Open:

9:48

Regular Bell Schedule

Period 1	7:45 - 8:30
(AM Announcements)	
Period 2	8:34 – 9:14
Period 3	9:18 – 9:58
Period 4	10:02 – 10:42
Period 5A	10:46 - 11:06
Period 5B	11:06 - 11:26
Period 6A	11:30 – 11:50
Period 6B	11:50 - 12:10
Period 7A	12:14 - 12:34
Period 7B	12:34 - 12:54
Period 8	12:58 - 1:38
Period 9	1:42 - 2:22
(PM Announcements)	
Period 10	2:26 - 3:05
3:05/3:08	Dismissal

Students have 4 minutes to pass between periods.

2-Hour Delay Bell Schedule

Period 1	9:45 - 10:19
(AM Announcements)	
Period 2	10:22 – 10:50
Period 5A	10:53 - 11:13
Period 5B	11:13 - 11:33
Period 6A	11:36 – 11:56
Period 6B	11:56 - 12:16
Period 7A	12:19 - 12:39
Period 7B	12:39 - 12:59
Period 3	1:02 – 1:30
Period 4	1:33 – 2:01
Period 8	2:04 - 2:32
Period 9	2:35 - 3:05
(PM Announcements)	
NO 10TH PERIOD	
3:05/3:08	Dismissal

Students have 3 minutes to pass between periods.

Aimsweb Bell Schedule

Period 1	7:45 - 8:27
(AM Announcements)	
Period 2	8:30 – 9:10
Period 3	9:13 – 9:53
Period 4	9:56 – 10:36
Period 5A	10:39 - 10:59
Period 5B	10:59 - 11:19
Period 6A	11:22 – 11:42
Period 6B	11:42 - 12:02
Period 7A	12:05 - 12:25
Period 7B	12:25 - 12:45
Period 8	12:48 - 1:28
Period 9	1:31 - 2:11
(PM Announcements)	
Period 10	2:14 - 3:05
3:05/3:08	Dismissal

Students have 3 minutes to pass between periods.

Make it a great day,



the Raider Way!

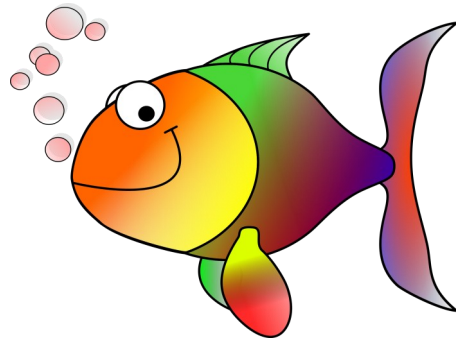
Raider Way:



- Fair and Just
- Respectful
- Responsible
- Good Citizen
- Trustworthy
- Caring and Kind

Fish Philosophy:

- Choose Your Attitude
- Make Their Day
- Be There
- Play

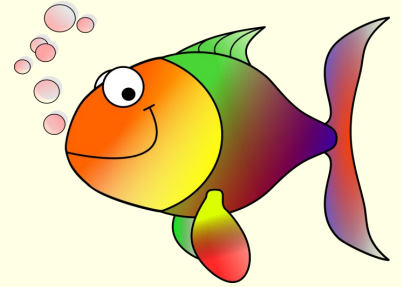


Think:

Before you say or do anything:

- T - Is it true?
- H - Is it helpful?
- I - Is it inspiring?
- N - Is it necessary?
- K - Is it kind ?

The Four Principles of the Fish Philosophy:



The "Fish"monger's Philosophy

What's a fishmonger, you ask? A person who sells fish of course! In 1930s Seattle, Washington, a fish-market stall opened at the Pike Place Market. The Pike Place Fish Company served its customers well for decades. When former employee, now owner, John Yokoyama, began to stir the pot, he found a better way for his employees to enjoy their job. The self-proclaimed World Famous Pike Place Fish Market became known as the place where the fishmongers threw fish — literally! The fishmongers put on a show that the customers loved. They would throw whole fish across their stall, sometimes to the customer. Each transaction became a positive, uplifting experience for everyone. The fish market became one of Seattle's top tourist attractions. How did this happen? Fish Philosophy, of course.

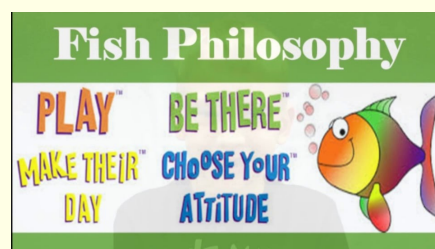
The workers there found that four basic principles were their key to success:

Be there in the moment (for their customers)

Play (by putting on a show)

Make their day (involving the customers)

Choose your attitude (how do you want to feel?)



Welcome Back Raiders!



HEALTH

School Nurse: Mrs. Cobb

LPN: Ms. Dorsey-Dodge

Important Reminder

New York State requires **all incoming 7th-grade students receive one dose of the Meningococcal Vaccine prior to entering the 7th-grade school year.** Your child will not be able to attend school beginning **9/18/24** without proof of immunization. If you are new to the district, a copy of your student's immunization record is required within 14 days of entry.

Health Office

The health office is available for students who are not feeling well. Any accidents must be reported to the nurse immediately. If it becomes necessary to take medication at school, a written physician's prescription and written parental consent are necessary. Medication must be brought to the health office in the original container. Medication will be kept and dispensed through the health office except when given special permission to self-carry either an inhaler or EpiPen. **Students may not carry any medications in school.**

Physicals are required for 7th-grade students and new entrants to the district. New York State requires all schools to request dental health certificates from parents at the same time we require a health certificate (in grades K, 2, 4, 7 and 10).

Parent must bring in their student's medication and sign a consent form.

- All 7th-grade students are required to have a physical dated September 5, 2023 or later.
- An Emergency Contact Form will be sent out the first week of classes. Please remember to sign and return this form.
- Vision and hearing screenings will be conducted in the health office for all 7th-grade students, unless provided by a private physician.
- We encourage self-carry medication orders for inhalers and EpiPens.
- Inhalers and EpiPens are the only medications that a student is allowed to carry. They must be carried by the student and not put in their locker. A doctor's orders are required.
- Physician's order can be obtained to have other medications available in the health office for students to use as prescribed. Examples include pain relievers and cough drops.
- Routine medication requires a physician's order and parent signature each school year.
- All medications **must be delivered** to and picked up from the Health Office by a **parent or guardian.**

Welcome Back Raiders!



FOR PARENTS

Open House

September 5 6:00-7:30pm

PTO Meeting

5:30pm In the Library

Parent-Teacher Organization

As we begin a new school year, please consider joining our Middle School Parent Teacher Organization. The PTO supports a variety of activities for our students and staff. Organizing and funding these events takes time and effort and your participation is greatly appreciated. Some of the events previously supported by our PTO included:

- ⇒ School Dances and Open Gym
- ⇒ 8th Grade Celebration
- ⇒ Refreshments for 8th Grade Awards Ceremony
- ⇒ Refreshments for the Winter Art Show
- ⇒ Refreshments for the NJHS Ceremony
- ⇒ Staff Appreciation Events

Donate to the PTO with Venmo!



venmo

In an effort to help fund these events, please consider participating in our fundraisers throughout the year. Cash and check donations are always welcome and help us avoid doing fundraising sales. Checks can be made payable to the HMS PTO. Thank you for your support!

PARENT PORTAL

Don't have Parent Portal? Please visit our website. In the "QuickLinks" section in the middle, near the bottom, hover over "Parent Portal". You will be directed to complete a short form online. If you have questions, please call Karen McLain at 739-5601, x4251 or email kmclain@horseheadsdistrict.com

Checking your student's grades on Parent Portal? The URL for a computer browser is:

<https://schooltool.horseheadsdistrict.com>

The URL for the mobile app is:

<https://gst1.schooltool.com/horseheads>

**Parent Portal Closed
July 5 - August 28**





FOR PARENTS

Relocation Reminder for 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 or 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

• **Please contact Karen McLain, central registrar, with questions:
739-5601, x4251**

To report child abuse or neglect, call toll free 1-800-342-3720 or ocfs.ny.gov/main/cps

The Association for Middle Level Education, AMLE, is a great resource for teachers and parents. It provides specific insight to the middle school student. The article at the link below provides great tips for the parents of middle school students. It can be read for free at:

<http://www.amle.org/BrowsebyTopic/WhatsNew/WNDet.aspx?ArtMID=888&ArticleID=128>

Here is what one reader said about the article:

"This article is a great way to help parents remember what it is like to be a middle school student. The article offers great insight into how the middle school student thinks. Parents are able to help their student accomplish small tasks on a day-to-day basis instead of long term. This helps the students feel accomplished. I think this article is a great article for parents. I remember being in middle school and having fun, but I do not remember how my brain was operating. I agree with almost everything on the list. I think parents should listen to their children and be supportive. However, I think there is a fine line between being a friend and being a parent."

- Sarah Margret



FOR PARENTS

Important Contact Information

- Safe Schools Line - 607-795-2044
- Mr. Holloway- Principal - rholloway@horseheadsdistrict.com
- Mr. Hoeffner - Assistant Principal - thoeffner@horseheadsdistrict.com
- Middle School Main Office - 607-739-6357
- Middle School Website - <http://www.horseheadsdistrict.com/HHMS.cfm>
- Horseheads District Phone Number - 607-795-5601
- Horseheads District Website - <http://www.horseheadsdistrict.com>
- Athletic Office Phone Number - 607-739-5601 x4254
- Athletic Office Website - <http://horseheadsdistrict.com/athletics.cfm>

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.

Volunteers Needed

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. Most events are only an hour or two on a given day, yet **your experience and career knowledge** can deeply influence a child's life, career goals and future educational path.

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

Welcome Back Raiders!

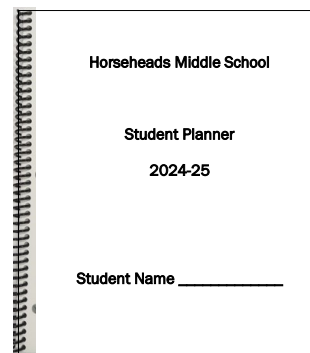


FOR PARENTS

Student Planner

All students will receive a student planner to help them stay organized and adjust to middle-school expectations. Students should use the planner to keep track of homework, record test dates and plan for long-term projects.

In addition, students must read the **District Code of Conduct** and **Middle School Building Procedures**. Important phone numbers and websites can be found in the front of the planner. When used effectively, the planner can help make the transition to middle school a positive experience.



Grade Reporting

Student progress reports are distributed to students during 10th period approximately five weeks before the end of each marking period. Report cards are distributed to students during 10th period at the end of each marking period. The district calendar shows our progress report and report card distribution dates. In addition, you will receive an email to remind you when progress reports and report cards are issued.

Please be sure you have registered for the Parent Portal. This system allows you to monitor your student's grades throughout the marking period. If you need to register for Parent Portal, please visit the District website or contact our guidance office.

If you would like to schedule a meeting to discuss your student's progress, please call your student's school counselor. Students can keep track of their progress using the Student Portal at anytime during the school year.



Visit Our District Website:

<http://www.horseheadsdistrict.com/index.cfm>

Middle School Contacts

Middle School Main Office - 739-6357

Principal – Ron Holloway
Assistant Principal – Tom Hoeffner
Main Office Secretary – Ronda Smith
Attendance Secretary - Sarah Cline
Nurse – Annette Cobb
LPN – Megan Dorsey-Dodge



Guidance Secretary – Maggie Bleeker
Guidance Secretary – Kathryn Whitmarsh
School Counselor – Marti Clark (A-K)
School Counselor – Steve Micknich (L-Z)
School Psychologist – Sara Michelucci
Social Worker – Kristen Sternquist
Social Worker – Melanie Rahr

Welcome Back Raiders!



YOUR STUDENT'S DAY



Middle School Time Schedule

Students are expected to be in first period by 7:45 for morning announcements.

Breakfast is available until 7:40 in the IS Café.

Students at Horseheads Middle School are scheduled for 10 periods each day and follow an odd/even-day schedule. The first day of school is an ODD day.

Sample Student Schedule

Semester: SEM 1

	O	E
Period 01 Time 7:50 - 8:30	ENGLISH 7 Carpenter(115)	ENGLISH 7 Carpenter(115)
Period 02 Time 8:34 - 9:14	TECHNOLOGY 7 Licht(125)	TECHNOLOGY 7 Licht(125)
Period 03 Time 9:18 - 9:58	PHYS ED Gush(GYM)	STUDYHALL Farrell(120)
Period 04 Time 10:02 - 10:42	MATH 7 Andrews(110)	MATH 7 Andrews(110)
Period 05 Time 10:46 - 11:26	ART 7 Cunningham(118)	FAM&CONSUMER SCI 7 Oliver(214)
Period 06 Time 11:30 - 12:10	SCIENCE 7 Hartman(217)	SCIENCE 7 Hartman(217)
Period 07 Time 12:14 - 12:54	STUDY/LUNCH Artemow(117)	STUDY/LUNCH Artemow(117)
Period 08 Time 12:58 - 1:38	SPANISH IA Nicolae(206)	SPANISH IA Nicolae(206)
Period 09 Time 1:42 - 2:22	SOC ST 7 Artemow(117)	SOC ST 7 Artemow(117)
Period 10 Time 2:26 - 3:05	7G PERIOD 10 Carpenter(115)	7G PERIOD 10 Menechella(115)

Middle School Courses

Meets Everyday for 40 Weeks:

- ELA
- World Language
- Science
- Social Studies
- Math
- Concert Band

Meets Every Other Day for 40 Weeks:

- Accelerated Art
- Physical Education
- Raider White Band
- Raider Blue Band
- Orchestra

Meets Everyday for 20 Weeks

- Health
- Technology
- 8th-Grade Family and Consumer Science (FACS)

Meets Every Other Day for 20 Weeks

- Art
- Choir and General Music
- 7th-Grade Family and Consumer Science

Late Entry / Early Dismissal

Students who are late to school must report to the Main Office. The student should bring a written excuse. If it is necessary for a student to leave school early, they must have written permission from a parent. Students must be picked up in the Main Office by a parent or guardian. If your child is being picked up from school during the day by an individual other than a parent or guardian, please notify the school in writing. If you are picking up your child at dismissal time, no note is required.



Is Your Backpack Too Heavy?

Your backpack should weigh no more than 10% of your body weight. (Weigh yours and see how you do!) You don't have to suffer all day with back or shoulder fatigue. What can you do to lighten the load?

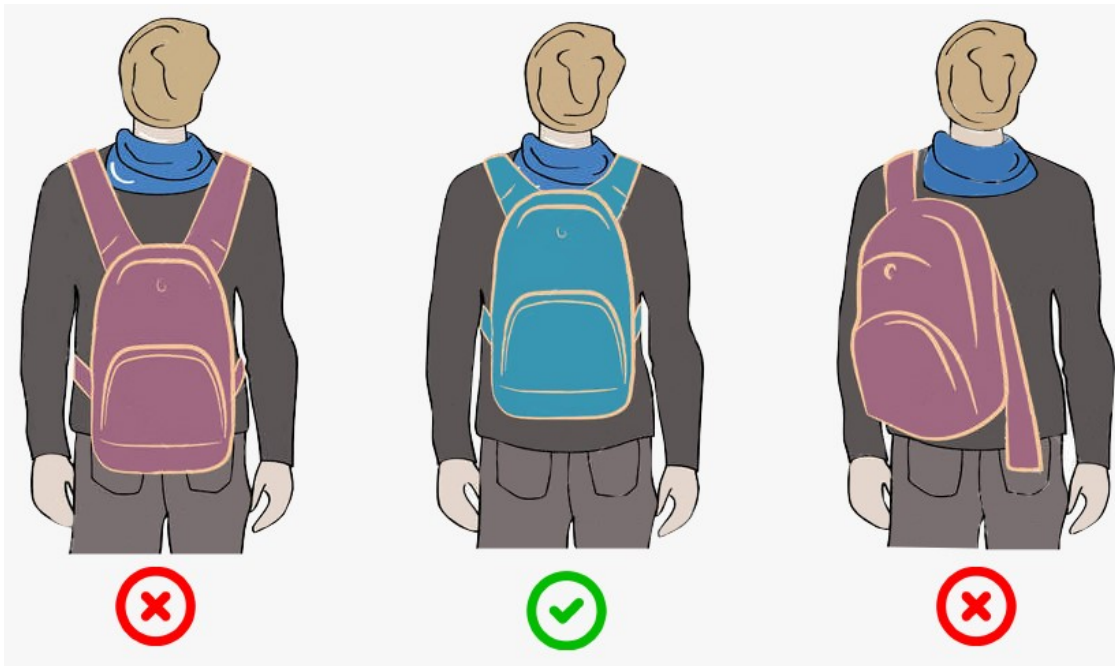
1. Wear your backpack properly
2. Reduce the weight of your backpack

How to Wear it?

No, too low!
Puts weight on your lower back, where you are weaker.

Yes - just right!
Puts weight higher on your back, where you are stronger.

No, not good!
Wear both straps to distribute the weight to avoid pain.



Ergonomics, or Human Engineering

Ergonomics, in its simplest form, is the study of how the human body and its environment work together for an efficient outcome (i.e., is your chair the right height? What about your desk and computer? Do you have eye fatigue? Are you in pain while studying or working?)

Adjusting the items you use (furniture, pens, computers, etc.) in the spaces you frequent will result in more productivity and a happier you! Visit <https://ergo-plus.com> for more information.



STUDENT RESPONSIBILITIES

Being a Blue Raider

The Horseheads Middle School faculty and staff are committed to promoting academic, developmental, behavioral and social growth in our students. We encourage parents to help us achieve this goal by supporting our efforts. The responsibility for this growth does ultimately rest with each and every student. Below is a list of characteristics of a middle school Blue Raider:

- ♦ Blue Raiders come to school and class prepared, on time and ready to learn
- ♦ Blue Raiders complete all homework, class work and class projects to the best of their ability
- ♦ Blue Raiders know and understand school policies and procedures and accept the direction of teachers, school officials and others who have been assigned the responsibility to enforce them
- ♦ Blue Raiders practice good citizenship, particularly by respecting the rights, privileges and property of others.

Attendance

The building principal is authorized to excuse, upon receipt of a written and signed explanation from the parent/guardian, an absence, late arrival or early departure from school for the following reasons:

1. Illness
2. Illness or death in the student's family
3. Serious, contagious, or epidemic disease in the household where the student resides
4. Doctor, dental or other medical professional appointments which cannot be arranged for any other time
5. Unsafe travel conditions
6. Required presence in court
7. Religious observance

NOTE: Students in HS credit-bearing courses must be in attendance for 85% of scheduled classes to receive credit. You will be notified of absences by your student's teachers and building email and all-call systems.

Any other absence is considered unexcused. Each absence must be accounted for. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence.

Tardiness

Being on time to class and prepared to work is very important. Students are to be in their seats and ready to work when the bell sounds.

If a student is late to class without a pass, the teacher and student will discuss why. If the student is late to class a second time, the teacher will warn the student that if they are late again, they will be assigned a lunch detention. Two lunch detentions will be assigned after their sixth tardy.

Note: Students are tardy for 1st period at 7:45. Please expect longer wait times in the drop-off line the closer you get to 7:35.

Cell Phones and Electronics

Students are required to turn off cell phones and other electronic devices at the 7:38 bell. Students may receive permission from the main office to use a cell phone to communicate with a parent or guardian during the school day. Teachers may also grant permission to use cell phones for educational purposes in their classroom. Unauthorized use of a cell phone will result in disciplinary action per our cell phone procedures (see student planner for details).





STUDENT RESPONSIBILITIES

Student Device Loan Agreement for 2024-2025 School Year

A student device is being provided to you/your student(s) by the Horseheads Central School District for the purpose of using it as an instrument of learning during the 2024-2025 School Year. This is an important responsibility. Read this Student Device Loan Agreement very carefully and be sure you fully understand the expectations. The student device should **only be used for educational purposes** and **only by the designated student or students**.

This device is being provided for usage **only** during the 2024-~~2025~~ School Year as part of the district's 1:1 initiative and will be returned upon request by the district, **no later than June 2025**. Failure to return the device in a reasonable timeframe may result in it being invoiced or reported as stolen to law enforcement.

Failure to abide by this agreement may result in loss of privilege to use the student device and/or disciplinary procedures. Students that do not return devices will not be issued another device and will be responsible for the cost of replacement.

Safety and Security

- I understand that this device includes tracking software that will report its location to the district.
- I understand that this device includes a web filter that is compliant with the Children's Internet Protection Act (CIPA). This does not guarantee that all objectionable content will be blocked.
- I understand that this device includes a webcam and that the webcam will only be used for instructional purposes.

Using the Computer at Home

1. Students should protect their device from extreme heat or cold.
2. Devices should never be left in a car, even if the car is locked.
3. Students should never eat or drink while using their device or use their device near others who are eating and drinking.
4. Heavy objects should never be placed or stacked on top of the device. Objects include books, musical instruments, sports equipment, etc.
5. Students should use care when plugging in and unplugging the power cord and headphones.
6. When at home, the device should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
7. If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration **within 2 days**.
8. If the device is damaged or not working properly, it must be turned in to the school for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device.

EQUIPMENT

The Horseheads Central School District retains the sole right of possession of the student device and related equipment. The student device will be issued to students according to the guidelines set forth in this document. School District staff retain the right to collect and/or inspect the student device at any time and to alter, add or delete installed software or hardware.

CUSTOMIZATION OF EQUIPMENT

The student is permitted to alter or add files to customize the assigned student device to their own working styles (i.e. Setting links on the desktop) or as assigned by the classroom teacher. The student is NOT permitted to install or remove software add decals or other decorative material (i.e. markers or paint) on the assigned student device.



STUDENT RESPONSIBILITIES

Student Device Loan Agreement for 2024-2025 School Year Cont'd

DAMAGE OR LOSS OF EQUIPMENT

In the event of damage or loss, report to the school immediately. The district carries an Accidental Damage Protection that covers a percentage of their fleet of student devices. Damage Protection covers manufacturer's defects or accidental drops, not negligence or abuse. For example, throwing the student device or using the student device as an umbrella would be considered examples of neglect and abuse. If the student device is damaged by neglect or abuse or is lost, it is the family's financial responsibility to replace the student device at a cost up to \$700. If the student device is damaged, a School Administrator and the district Technology Director will work with the family to determine if it is a warranty or abuse/neglect issue.

STANDARDS FOR PERSONAL STUDENT DEVICE CARE

Student Responsibilities:

- Do not let anyone else use the student device.
- Horseheads Central School District's Acceptable Use/Technology Policy and Code of Conduct always apply to the use of the student device.

General Care:

- Do not do anything to the student device that will permanently alter it in any way.
- Do not remove any serial numbers or identification placed on the student device.
- Keep the equipment clean. For example, do not eat or drink while using the student device.

Screen Care:

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.



STUDENT RESPONSIBILITIES

All Students Will Be Assigned a Locker

Students will be permitted to carry a backpack and a water bottle throughout the school day. Students may not carry open drink containers, such as cans of soda, or food outside of the cafeteria. We encourage all students to use their lockers. This will reduce the weight they need to carry in their backpacks.

School Supplies

We are asking students to come with materials they feel will help them be successful. However, the following items will be required:

- Backpack or other bag
- Three-ring binders: *We suggest one binder for AM and one for PM classes*
- Folders and dividers
- Loose-leaf paper or spiral notebook
- Composition notebook
- Dry erase markers
- Index cards
- Earbuds
- Pens, pencils and highlighters

Please Note: Some teachers may require additional supplies.

Students will receive a district-provided laptop for their individual academic use. More detailed information will be shared at the beginning of the school year.

Electronic Devices

Middle School students should not bring any unnecessary electronic devices to school. It is very difficult to locate or identify them if they are lost or stolen. We recognize that many parents want their child to carry a cell phone. If brought to school, electronic devices must be powered down at the 7:38 bell and may not be powered up until dismissal. If a student uses any electronic device during the school day, the following steps will be taken:

First Offense: The student can pick the device up at the end of the day from an administrator.

Second Offense: The student can pick the device up at the end of the day and an administrator will call home to notify the parent or guardian.

Third Offense: The student will be assigned a detention and the parent or guardian will need to pick the device up from an administrator.

Exception: With permission from a school official, students may use their cell phone in the office to text or call their parent.

Note: Students should not use classroom telephones. Students may use the telephone in the main office with permission from a school official.



STUDENT RESPONSIBILITIES

Hallway

While traveling between classes, students are expected to be respectful of others. Running, shouting or wandering in the halls is irresponsible, unsafe and may lead to disciplinary consequences.

Library

Students may use the library during study halls with a pre-signed pass or a PONY Pass periods 1-10. They may also check out or return materials or print using a pass. Please return library books by the due date. Students will be required to pay for lost or damaged books.

Textbooks/Laptops

Textbooks and a laptop are loaned to students for their use during the school year. Be responsible by keeping them in good condition. Lost or damaged textbooks or laptops will be replaced at the family's expense.

Odd/Even Day Schedule

The Middle School operates on an odd/even day schedule. The first day of school is an Odd day. Each day an announcement is made reminding students of the current day. The day is also posted in the window of the main office.

Report Cards

Parents will be informed of student progress in two ways. A Progress Report is sent home with each student at the five-week point of each marking period. A Report Card is sent home with each student at the end of the ten-week marking period. We also encourage parents to sign up for the Parent Portal.

Emergency Drills

All mandatory safety drills will be conducted at regular intervals throughout the school year. Students must listen and follow the directions given by their teacher or school official. Students will be trained throughout the year in building safety procedures.

Picture Day - 9/13/24

Oh snap! Student pictures will be used for School Tool and the yearbook. They will be available for purchase with a choice of several packages. Information for ordering will be available in September.

Absent students and those requesting re-takes will have their picture taken on Make-up Day (11/6). Students do not need to purchase any pictures. Yearbooks will be sold separately online starting in February. Please note that no yearbooks will be sold at school.

School Counselors

Your assigned school counselor can help you with academic, social and family concerns. School counselors work with all students to monitor their progress academically, socially and emotionally. We encourage all students to see their counselor to assist them and their parents with school and other concerns.

Student Council

Members of the HMS Student Council are hard-working, responsible and demonstrate positive citizenship. A school-wide election in the fall will determine who will become the officers and representatives for our student body. Students will be invited to participate early in the fall. Listen for announcements in September.



Homework When Absent

If your child is absent from school, they are required to log in to Canvas to locate and complete their missed assignments.



STUDENT RESPONSIBILITIES

Middle School Safety and Security

Safety for our students, staff, and community is a top priority. All visitors must come to the middle school main entrance and press a buzzer to alert the Main Office. Visitors will state their purpose for being at the school, and must be let in by the school's Main Office secretaries.

Safe Schools Line

The Horseheads Central School District has an anonymous tip line for students, parents and our community to use to report rumors, tips or other items of concern regarding district schools. The service is available 24 hours, seven days a week. All calls are anonymous, unless the caller wishes to leave their name and number. **Tip Line: 607-795-2044 or 1-800-305-4984.**

Please provide as many details as possible so we can better address your concern.

PONY Pass

Students qualify for a PONY Pass by meeting the following criteria:

- Honor Roll
- No more than one detention
- ISS and OSS automatically disqualify students for the marking period

Out-of-School Suspension

This form of discipline is used to correct serious Code-of-Conduct violations. A student may be suspended from school for up to five school days by the principal. Prior to a student returning to school, a conference will be held with the student and the principal or assistant principal.

In-School-Suspension

In-School Suspension (ISS) is a form of discipline used to correct student behavior. ISS is our in-school suspension program. Students who do not meet school expectations may be assigned to ISS for an appropriate period of time. When a student is scheduled for ISS, teachers will provide educational materials. The length of time scheduled in ISS can range from one period to ten periods a day. The administrator who assigns a student to ISS will notify the student's parents by phone.

Student Passes

Teachers may give pre-signed passes to students to visit the library or their classroom during 10th period. Pre-signed passes are used when students require additional help, need to make up work or when assignments need to be completed. Passes are also required to use the restroom during class.

Cafeteria

Student behavior in the cafeteria will be based on courtesy and cleanliness. This means leaving your area in the condition in which others would like to eat. Students are allowed to choose where they sit. Students will stay at their eating area the entire lunchtime (except for discarding trash and returning their tray). Students remain in the cafeteria until they are dismissed by the supervisor on duty. Students are given some freedoms during lunch, but with that freedom comes responsibility. Students who are unable to behave in an appropriate manner may be assigned a seat or asked to eat in the lunch detention room. Open food and drinks are not permitted outside of the cafeteria.

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 or call 739-5601, x4201.

Introduction

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

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

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

Student Rights

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

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

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

All district students have the responsibility to:

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

extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.

12. Use District property, including district technology, according to established guidelines and rules.

Student Dress Code

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

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

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

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

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

Prohibited Student Conduct

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

A. Engage in conduct that is disorderly, insubordinate or disruptive. Examples of such conduct include, but are not limited to:

1. Disrespecting staff.
2. Failure to comply with the directions of a teacher, administrator or other school employee.
3. Violation of the district's dress code.
4. Lateness for, missing or leaving school or class without permission from or an excuse given by a faculty member, staff member, or other authorized person.
5. Any willful act which disrupts the normal operation of the school community.
6. Disrupting the educational process.
7. Interfering with the teacher's authority over the classroom.
8. Issuing disruptive or harassing electronic communications ("cyberbullying"), even if the communication did not originate from the District or through District servers.
9. Engaging in any act of discrimination, sexual harassment, bullying, and/or harassment as defined in this Code.

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

Reporting Violations

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

Any student, parent or other family member, or visitor may report an incident of discrimination, bullying and/or harassment. Reports may be made to any staff member, including Dignity Act Coordinators, administrators, teachers, and school counselors. In the event that a report is made to a staff member other than a Dignity Act Coordinator, such staff member shall immediately inform a Dignity Act Coordinator of the report. All District employ-

ees who have contact with students are required to report incidents of discrimination, bullying and/or harassment when the individual witnesses or receives reliable information regarding any such incident. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the extent possible.

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

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

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

Disciplinary Penalties, Procedure and Referrals

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

Penalties

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

Procedures

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

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

Discipline of Students with Disabilities

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

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

Student Searches and Interrogations

The board of education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary pen-

ality on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of “Miranda-type” warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

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

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

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

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

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

Student Lockers, Desks and other School Storage Places and Consumables

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

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

Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students if they have a search or an arrest warrant; or probable cause to believe a crime has been or is being committed on school property or at a school function; or been invited by school officials.

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

Visitors to the Schools

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

Public Conduct on School Property

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

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

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

Prohibited Conduct

No person, either alone or with others, shall:

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

Penalties

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

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection. Depending upon the severity of the violation, future access to school property and events may be restricted.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.

4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.

5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

Enforcement

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

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

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

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

6/2024



Learn up-to-date information about our schools and district:

- Facebook: The district and each of our seven schools have pages. "Like" them to see our information in your news feed
- Twitter: Follow us on Twitter at @HhdsSchools to read our tweets
- Follow us on Instagram at hhdsschools
- Visit our district website at www.horseheadsdistrict.com
- Questions about our website or social media?
E-mail hcsdinfo@horseheadsdistrict.com



MIDDLE SCHOOL OPPORTUNITIES

- Student Council
- Library Workers
- School Store Workers
- HMS Live
- Band
- Orchestra
- Vocal Music
- Science Olympiad
- 10th-period Guest Speaker Series
- Community Service Events
- School Musical
- Athletics
- Technology Guild
- Accelerated Art (HS Credit)
- Accelerated Math (Algebra I HS Credit)
- Foreign Language (HS Credit)
- Living Environment (HS Credit)
- Harmony Bridge
- National Junior Honor Society
- Yearbook
- BOCES Career Day
- PONY Express Pass
- Mock Interviews
- Variety Show
- Student Leadership Team
- Scholastic Challenge
- School Dance & Open Gym
- Assemblies
- GSA

PE

Physical Education Medical Excuses

Students who are unable to participate in physical education class must obtain a written medical excuse from a physician. The medical excuse should indicate the nature of the injury, the expected length of the absence and specific limitations. Please bring all medical excuses to the school nurse.

Medical excuses do not eliminate the need to participate in physical education class. Students will be provided with alternative assignments such as article reviews, physical fitness and health-related PowerPoints or the completion of a personal fitness log. The alternative assignments will be explained to the student by the student's physical education teacher.

Students must report to their assigned physical education class for attendance and review of alternative assignments. After checking in with their teacher, students will be directed to the library where they are expected to work on their alternative assignments. The school nurse, physical education teachers and building principal can assist with questions related to medical excuses.

Physical Education

Changing Out:

All students are encouraged to change out for each physical education class.

Changing out consists of changing from the clothes you wore to school into shorts or sweats and a t-shirt or sweatshirt.

It is recommended that students have two sets of P.E. clothes so if they take a set home to wash, they will have another set in case the first set is forgotten.

Locker Room/Lockers:

All students are given the option to have a locker in the locker room. If a student wants a locker, they need to bring in a combination lock. It is not required for a student to have a locker but is highly recommended.

Any questions or concerns can be brought to the physical education department.



MIDDLE SCHOOL RECOGNITION

Middle School Award Programs

We believe that students should be honored for their academic accomplishments, as well as their commitment to following the Raider Way. We offer several awards and recognition for student achievement.

Honor Roll

Students qualify for the Honor Roll by meeting the criteria outlined below:

95-100 - Distinguished High Honor Roll

90-94.99 - High Honor Roll

85-89.99 - Honor Roll

Honor Roll certificates are distributed during 10th period following each marking period. Students who fail one or more classes, or have an Incomplete on their report card, are not eligible for the Honor Roll.

National Junior Honor Society (NJHS) - by invitation only

Students meeting the initial screening criteria will be invited to apply for the National Junior Honor Society. The criteria are listed below:

1. Students must achieve an average of 90% or higher in all of the following subjects:
 - English
 - World Language
 - Math
 - Science
 - Social Studies
2. Students must demonstrate the five pillars of the NJHS:
 - Scholarship
 - Leadership
 - Service
 - Character
 - Citizenship

Once students receive their invitation to apply, they must complete an online application and attend an informational meeting by the deadline. Applicants are then reviewed by the NJHS faculty selection committee. Successful candidates will receive an acceptance letter and invitation to the ceremony in late May. Students will remain members of the NJHS as long as they continue to uphold the high standards of the society. The induction ceremony is held in June.

8th Grade Awards - by invitation only

1. President's Award for Educational Excellence
 - Students must maintain an average of 90% or higher in math, English, science, social studies and world language over the course of seven marking periods at the middle school.
3. Highest Average Award
4. Triple C Award
 - Each 8th-grade team nominates a student who they feel best meets the criteria of commitment, character and courage. These students are honored with a certificate from the Attorney General of NYS.
4. Art Award
 - Middle School art teachers select two students who demonstrate excellence in the area of art. Students will have their artwork framed and displayed at the middle school.

The 8th Grade Awards Assembly is held in June.

Welcome Back Raiders!



SPORTS

Visit the District's Athletic Website
for more information:

<http://www.horseheadsdistrict.com/athletics.cfm>



Sports Registration / Start Dates

July 22/August 22: Varsity and JV Football

July 26 / August 26: Varsity Sports, JV Sports, Mod. Football & Mod. Cross Country

August 5 / September 5 : Mod. Athletics, except Football and Cross Country

August 10/September 10: Unified Soccer

Fall Sports:

Varsity and Junior Varsity: Cheerleading (Varsity only), Cross Country, Football, Boys Golf, Boys and Girls Soccer, Girls Swimming, Girls Tennis, Girls Volleyball, Unified Soccer (grades 9-12)

Modified: Cheerleading, Cross Country (boys and girls), Football, Girls Volleyball, Girls Swimming, Boys and Girls Soccer, Golf

Winter Sports:

Varsity and JV: Boys and Girls Basketball, Bowling, Indoor Track (Varsity), Boys Swimming, Boys and Girls Wrestling, Cheerleading (Varsity only), Unified Bowling (grades 9-12)

Modified: Boys Basketball, Boys Swimming, Wrestling, Girls Basketball, Cheerleading

Spring Sports:

Varsity and JV: Boys Baseball, Girls Golf (Varsity), Boys and Girls Lacrosse, Boys Tennis, Boys and Girls Track, Girls Flag Football, Girls Softball, Unified Basketball (grades 9-12)

Modified: Boys Baseball, Boys and Girls Lacrosse, Boys and Girls Outdoor Track, Girls Softball

Modified Sports

Modified sports meetings will be held during 10th period. Students should listen to announcements for the location of their meeting. Please note modified Cross Country and Football meetings were held in the spring, as these seasons begin before school opens.

Practice Sessions

Most modified practice sessions last about two hours. Athletes going to the High School will be transported from the Middle School by a district bus to their practice sites. Parents are expected to pick up their child after practice at the designated site.

For Raider Wear, click here:

[Blue Raiders Online Store.](#)



SPORTS

Athletic Registration

Our Athletic Department is now using FinalForms for registering students for athletic teams and sports physicals. If your child plans to participate in a sport this school year, you will need to create an account on FinalForms and register your child(ren) for a physical and the specific sport.

To log in to FinalForms to register your child for a sports physical, go to <https://horseheads-ny.finalforms.com/>. You will then create a parent/guardian account, confirm your registration through an email which will be sent to you once you create the account, then go back to the site to register each child. The site will then ask for the following required information:

1. Student name

2. Student email address - Please note: When setting up your account, the site asks for your student-athlete's email address. **This must be your child's school email address.**

3. Basic medical history and health information

4. Insurance company and policy number

Doctor, dentist, hospital preference and contact information

For instructions on how to set up your account and register your child(ren), click [here](#).

When you complete the student registration, you will be able to see the open registrations. Select sports physical and/or football to register your students for these items.

Once you register your student(s), an email will be sent to your student(s) to sign required forms. This is why we require you to enter your student's school email address.

Special Note

All students participating in athletic/extracurricular programs shall abide by a code of conduct which earns them the honor and respect that participation and competition provides. The Athletic Code of Conduct applies to students starting in seventh grade. The policy will remain in effect at all times, until the student/athlete graduates from Horseheads Central Schools.



SPORTS

Athletic/Extracurricular Code of Conduct

All students participating in athletic/extracurricular programs shall abide by a code of conduct which earns them the honor to participate in the district's athletic programs. The Athletic Code of Conduct applies to students starting in seventh grade. The policy will remain in effect at all times, until the student/athlete graduates from Horseheads Central Schools.

1. Attendance - Unexcused absences will result in being ineligible for practice and contests that day. A legal excuse is required to participate in practices or contests.

2. Physical Education - Student athletes are expected to be prepared and participate in physical education class. Students failing to participate in physical education will be ineligible to participate in practices or contests.

3. Team/Club Specific Standards - Coaches and advisors may establish additional guidelines that govern training, practice, and competition. Student athletes will abide by specific conduct and rules established by the coach.

4. Vacations- Athletes who commit to a program should assume that practices and/or contests take precedence over vacations. Athletes who miss practices and/or contests during school recesses should expect that there may be some effect on their standing on the team, their playing time, their chances of making a team when cuts take place, and their ability to earn a letter for that sport. Athletes who finish a season while away on vacation may have consequences carry over to their next sport season.

Acts of unacceptable conduct:

- Bullying
- Hazing
- Disrespect
- Immorality
- Insubordination

Acts of unacceptable conduct:

- Alcohol - The use, consumption, possession, buying, selling, giving away of any alcoholic beverages
- Tobacco - Possession and/or use of tobacco products, which includes electronic cigarettes or vapor product
- Controlled/Illegal Substances - The use, consumption, possession, buying, selling, giving away any controlled or illegal substance
- Weapons - The use, distribution, possession, sale or giving away of any object that is used as a weapon to inflict bodily harm
- Theft - Stealing, committing any act of vandalism, and being charged/convicted of a misdemeanor or felony
- Arrest - The arrest and being charged with a crime.

The athletic director and the administration will review these Athletic Eligibility Regulations and Procedures annually. Changes will be recommended and made based upon annual review.

Welcome Back Raiders!



TRANSPORTATION



District Transportation

The School District provides bus transportation for all students. Improper conduct may result in bus suspension and/or school consequences. Students cannot ride a bus home with their friends without special permission from the transportation department.

Bus Transportation Morning Routine

Students riding the bus to school will arrive between 7:30 and 7:38 am and will enter the middle school at the Field House entrance and wait in the Field House Gym until 7:38 am before going to their class.

Bus Transportation Afternoon Routine

Students riding the bus home from school will be dismissed at 3:05 pm. and will exit through the doors near the café. The first buses depart at 3:15 pm. Remaining buses depart shortly after arrival and students must wait in the MS café and the IS café.

Walkers and Bikers Morning Routine

Students walking to school must have written parent permission on file. Students will enter the middle school no earlier than 7:15 am at the front entrance and wait in the MS Gym until 7:38 am before going to their class.

Walkers and Bikers Afternoon Routine

Students walking from school must have written parent permission on file. Walkers are dismissed at 3:05 pm.

School Bus Drivers Needed

The district is seeking school bus drivers. We offer paid training, benefits package, no week-ends/holidays or summers. Applicants must be 21 years old. Fingerprint/ background check and drug testing are required. Apply at the Transportation Department, 601 Sayre Street (off Thorne St.), Horseheads; call 607-739-5601, x4505; or email hcsdinfo@horseheadsdistrict.com.

Welcome Back Raiders!



TRANSPORTATION



Horseheads Central School District

MY RIDE K-12 / PARENT USER GUIDE

How to Access the My Ride K-12 Mobile Application

1. Download the My Ride K-12 app from the [Google Play Store](#) or [Apple App Store](#).
2. After the installation of the app is complete, **open the app**.
3. You must **create an account** using your email and a password.
4. When you are asked to find your school, search for "**Horseheads Central School District**".
5. Once you have selected Horseheads Central School District you will be presented with the login screen. Click "**Register**."
6. To begin registering, you will enter an email address that will receive messages from My Ride K-12. It is best to enter the email you check often.
7. Next, create a **username** and **password**.



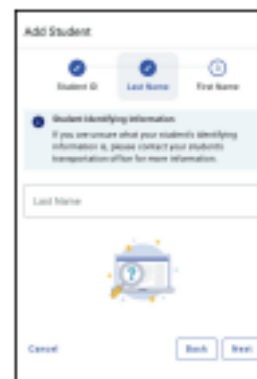
How to Access the My Ride K-12 Website

1. Using a Chrome browser, go to myridek12.tylerapp.com.
2. You must **create an account** using your email and a password.



To Confirm Your Registration and Enter Student ID

1. After registering, you will receive an email confirmation. Open your email and confirm your registration.
2. Once you have registered, open the app. Change your password upon initially logging in.
3. To add your student's name, select the "**Add Students**" button. This will present the "**Find a Student**" screen.
4. Enter your student's **ID number**. Your student's ID can be found on a report card, [SchoolTool](#), [PaySchools](#), or you may call your school's main office to request it via email.
5. After you enter the student's ID number, you will enter their **last name** and **first name**. To add another student, **tap the select action box** in the top right corner of your screen and repeat steps.





TRANSPORTATION

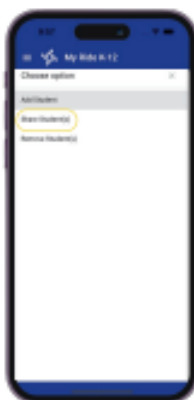
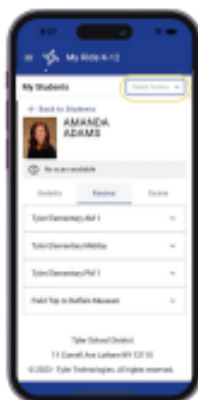
To See the Bus Information and Follow the Route

- Once you have added all your students and the Transportation Department has finalized the schedule in August, you can view their transportation information. Each student will have a separate login icon.
- You can click on **"My Students"** to display the following information:
 - School
 - Bus number
 - Bus route number
 - Bus stop location, and
 - Pick-up and drop-off time for each student
- You can click on **"My Bus Stops"** to follow the bus live via GPS. Please note that there is an approximately 60-second delay from the time the GPS signal leaves the bus and updates on a cellular device.



To Allow Others to See Your Student's Bus Information

- If you would like to share your student's bus information with another person (i.e., spouse, sitter, and grandparents), go to **My Students** and press the Share icon. This will allow you to share the My Ride K-12 link with anyone you choose.
- **Please note that using the sharing option allows your designee to see your student's ID number, address, and other information stored on the app. The only way for others to access your student's information is to share MyRide K-12 app access with them or if they are listed as a parent/guardian in the district's student management system.**



If you have any questions or need assistance, contact the Horseheads Transportation Department at 607-739-6338.

WEATHER



Horseheads Central School District 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 – 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

District Facebook pages (the district and all seven schools have pages)

Twitter - @HhdsSchools

Local television and radio stations:

TV - WENY, WETM, Spectrum Cable News

Radio – WELM 1410AM, WNKI 106.1FM/WPGI 100.9FM, WENY 1230AM/ MagicFM 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, prekindergarten 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.



TEXT MESSAGING SERVICE

The Horseheads Central School District partners with



The Trusted Platform
for School Community Engagement

Parents/Guardians:

You can take advantage of our Text Messaging Service

The Horseheads School District uses the SchoolMessenger system to deliver **text messages**, straight to your mobile phone with important information about school closings, safety alerts, and more.*

You can participate in this service* by sending "Y" or "Yes" by text to our school's short code number, **67587**.

You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".

SchoolMessenger is compliant with the [Student Privacy Pledge™](#), so you can rest assured that your information is safe and will never be given or sold to anyone.



Opt-In from
your mobile
phone now!



Just send
"Y" or "Yes"
to 67587

Information on SMS text messaging and Short Codes:

SMS stands for Short Message Service and is commonly referred to as a "text message". Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as "short code" texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you've ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

***Terms and Conditions** – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/txt for more info.

west



NOTIFICATIONS

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
2 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

District Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Caitlin DeFilippo, director of Human Resources. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Ms. DeFilippo, at 2 Hibbard Road Horseheads, NY 14845; 607-739-5601 x 4211 or at cdefilippo@horseheadsdistrict.com.

Middle School Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Middle School is Ron Holloway, building principal. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Mr. Holloway at 950 Sing Sing Rd., Horseheads, NY 14845; 739-6357 x 3640 or at rholloway@horseheadsdistrict.com.

Notice

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.



NOTIFICATIONS

Network and Internet Acceptable Use

The Horseheads Central School District Board of Education considers computer access to the Internet to be a valuable tool for education. Staff and student uses of the Internet must be in support of education and consistent with the purposes of the Horseheads Central School District. This access, through the District network, should be used to support and enhance instruction and professional development.

Because access to the Internet provides connections to systems located all over the world, staff, students, and parents of students must understand that neither the Horseheads Central School District nor any individual District staff member controls the content available on these systems. Some of the information is controversial and may be offensive. The Horseheads Central School District does not condone the use of such material.

The Horseheads Central School District Board of Education considers network and Internet use to be a privilege not a right and that use entails responsibility. Staff Internet use is currently available via individual accounts. Student Internet use may be available as well. CIPA compliant Internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

Failure to adhere to the regulations accompanying this policy will result in revocation of access privileges and may result in disciplinary action.

Users should expect only limited privacy in the contents of their personal files on the District system. Routine maintenance and monitoring of the system may lead to the discovery that users have violated this policy, the District / Building Discipline code or the law.

An individual account search may be conducted to determine if a user has violated this policy, the District Code of Conduct, or the law. The investigation will be reasonable and related to the suspected violation.

Cross Ref.: Policy 4526.1, Email Acceptable Use

Approved: July 1, 2001

Revised and Approved: November 26, 2001; August 4, 2003; April 2, 2007, April 24, 2019

Promotion and Retention of Students

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.

Ref: Education Law §305(47); §1709(3); 8 NYCRR Sections 100.3(b)(2)(iv), 100.4 (b)(2)(vii), 100.4 (e)(6) Isquith v. Levitt, 285 App. Div. 833; 137 N.Y.S.2d 497 (1955) Matter of Eckert, 13 EDR 270 (1979) Op. Counsel, 1 EDR 775 (1952) Approved: July 1, 2001

Revised and Approved: October 23, 2014; November 20, 2014; April 18, 2018; March 02, 2021.



NOTIFICATIONS

5500-E.6

Parents' Bill of Rights Relating to Student Data

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

1. Parents/guardians or eligible students have a right to inspect and review the student's education records;
2. Parents/guardians or eligible students have the right to request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Parents/guardians or eligible students have the right to 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. Parents/guardians or eligible students have the right to 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.
Cross-ref: Student Records Policy and Regulation
5500 and 5500-R
Ref: Education Law Section 2-d(3)
Approved: September 25, 2014
Revised: July 23, 2018

Teacher Qualifications

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



USE OF STUDENT PHOTOS

If you **DO NOT** wish your child to be photographed or videotaped for school publications or by the media, please complete the form below.

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

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

Student Photos

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

Child's Name _____

School _____ Grade _____

Parent/Guardian Name _____ Date _____

Parent/Guardian Signature _____



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) or on the New York State Education Department website (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.



NOTIFICATIONS

Notifications of Rights Under the Family Educational 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:

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, email 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.



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 concerning these requirements.

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 Main Office, or mail to Horseheads Middle School, 950 Sing Sing Road, Horseheads, NY 14845.



TIPS FOR SUCCESS

- **Come to school every day**
- **Turn off cell phones**
- **Get to class on time**
- **Be prepared with materials**
- **Use your planner**
- **Complete all work**
- **Check Canvas for assignments**
- **Ask for help**
- **Stay organized**
- **Follow directions of adults**
- **Have a *Growth Mindset***
- **See something, say something**

KEEP IT POSITIVE

**"The growth mindset
is loving challenges
and seeing them as
opportunities to grow
stronger."
- Carol Dweck**

www.positiveprivateline.com



FAMILY ROADMAP

Do you have concerns about your child's behavior or development?



Observe and talk to your child. Do you notice any changes in these areas?

- Sleeping
- Eating
- Talking
- Socializing
- Playing
- Family
- Mood
- Worries
- Learning/School
- Attention
- Friendships
- Energy Level
- Stress
- Isolation
- Drugs/Alcohol
- Sexual Activity

Remember, some behaviors are normal depending on your child's age and circumstances.

YOU ARE
HERE

It's OK
to Ask for
HELP

Ask for assistance!

If you or your child are concerned or struggling with any changes in behavior, emotions or development.

What should I say?

I have noticed _____ going on with my child.
I would like to have my child evaluated.

Who else can help?

Family Peer Advocates and other parents/caregivers have "lived-experience" navigating the systems and can help you make informed decisions.

Who should I contact?

- Family doctor or pediatrician
- School Staff
- County Children's Single Point of Access (SPOA) Coordinators

Want more information?

Scan or click the QR code to access a digital version of this roadmap that provides more information to guide you.



Reminder!

You know your child best. It can be overwhelming to decide to seek professional help. Be persistent and know that support is out there for you.



Office of
Mental Health



Let's Have a Great Year...
the Raider Way!