



HORSEHEADS MIDDLE SCHOOL

August/September NEWSLETTER 2013-2014

PRINCIPAL'S PARAGRAPH

As we approach the end of summer vacation, I welcome you to the 2013-2014 school year at Horseheads Middle School. Our students and staff will return to the second year of new learning standards in English Language Arts and Mathematics, as New York State continues to implement the Common Core State Standards.

The increased expectations of the Common Core State Standards ensure that our students will leave Horseheads Middle School prepared for the rigor of high school. In addition, they will be equipped to continue preparation for career and college readiness called for by NYS Commissioner of Education, Dr. John B. King.

I am excited to begin my 16th year in education as the principal of Horseheads Middle School, the home of the "Raider Way." The mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth and a sense of civic responsibility. Likewise, we will continue to create valuable learning opportunities for our students that will prepare them for the ever changing demands of the 21st century.

I encourage you to remain involved in your student's education. Student success increases when school and families work together. Therefore, please contact me with any questions, concerns, or suggestions and help us make it another great school year.

Best Wishes,
Ron Holloway

COMMON CORE STATE STANDARDS

New York State has developed a website to assist educators and parents with the implementation of the Common Core State Standards. Please visit www.engageny.org for valuable resources you can use to assist your student with meeting the increased demands of the new standards in English Language Arts and Mathematics. "A critical component of a student's success in school is dependent on what and how they learn at home."

DISTRICT DIGNITY ACT COORDINATOR

The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Judith Christiansen, director of Human Resources. If there is a complaint regarding discrimination, harassment, or bullying of any student, the complaint should be filed with Mrs. Christiansen, at One Raider Lane, Horseheads, NY 14845. Her telephone number is 607-739-5601 x 4211.

MIDDLE SCHOOL 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 739-6357 x 3640 or at rholloway@horseheadsdistrict.com.

MIDDLE SCHOOL NEWSLETTER Volume I 2013-2014

The Raider Way & Middle School Rewards Program	page 2
Student Responsibilities & Expectations	page 3
Transportation, Bell Schedule & Attendance	page 4
Physical Education, Clubs, & Athletics	page 5
School Safety, Emotional Health & Food Service	page 6
Parental Rights & Pesticide Application Notification	page 7
Calendar Information, School Activities & Supplies	page 8

ONLINE NEWSLETTER

This will be the last edition of a printed newsletter. All Middle School parents/guardians who have provided us with an email address will receive an email from the district each time a newsletter is uploaded to our website. The email will contain a direct link to the newsletter. If you have not already provided us with your email address, please contact our Guidance Office. If you would like to request a printed copy please contact us.

The Middle School Website:

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

RELOCATION REMINDER FOR PARENTS

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

- Bank contract or mortgage agreement showing purchase of home with name and address
- Signed rent or lease agreement with landlord's name, address, and telephone number, or DSS processed landlord statement
- Most recent utility bill (phone, gas, electric)
- Deposit receipt for gas, electric, phone service start-up
- Driver's license or State ID card with picture showing current district address.
- Currently active bank account/checkbook statement with name and address imprinted (bank may be contacted to verify existence of account)
- Payroll stub with address

Questions: Karen Peters, Central Registrar 739-5601, x4251

Call the Middle School at 739-6357

	<u>Office Hours</u>
(Press 1) for Main Office	6:30 to 4:00
(Press 2) for Guidance Office	7:15 to 3:30
(Press 3) for Attendance Office	6:30 to 3:00
(Press 4) for Health Office	7:15 to 3:15
(Press 5) for Library	7:40 to 3:10

Call the District Office at 739-5601

	<u>Office Hours</u>
(Press 5) Athletics Office	7:30 to 3:30
(Press 7) Transportation	6:00 to 5:00

WELCOME TO THE MIDDLE SCHOOL

Our school is a learning community which needs the cooperation of all those involved in order to make it a pleasant and productive place to be. It is our belief that an effective learning environment begins with mutual respect and regard for others. Members of the Horseheads Middle School learning community are expected to learn and participate in "The Raider Way" character education program.

THE RAIDER WAY

At Horseheads Middle School a Student....

Is Trustworthy

- **Honesty:** Tell the truth. Be sincere. Don't deceive, mislead, be devious or tricky. Don't betray a trust. Don't withhold important information in relationships of trust. Don't steal. Don't cheat.
- **Integrity:** Stand up for your beliefs about right and wrong. Be your best self. Resist social pressures to do things you think are wrong. Show commitment, courage and self-discipline.
- **Promise-Keeping:** Keep your word.
- **Loyalty:** Stand by, support, and protect your family, friends, employers, community and country. Don't talk behind people's backs, spread rumors, or engage in harmful gossip. Don't violate other ethical principles to keep or win a friendship or gain approval. Don't ask a friend to do something wrong.

Treats People with Respect

- **Respect:** Be courteous and polite. Judge all people on their merits and abilities. Be tolerant, appreciative and accepting of individual differences. Don't abuse, demean or mistreat anyone. Don't use, manipulate, exploit or take advantage of others.

Acts Responsible

- **Accountability:** Think before you act. Be reliable. Be accountable. Accept responsibility for the consequences of your choices. Don't make excuses. Don't blame others for your mistakes or take credit for other's achievements. Set a good example for those who look up to you.
- **Pursue Excellence:** Do your best with what you have. Keep trying; don't quit or give up easily. Be diligent and industrious.
- **Self-Control:** Exercise self-control. Be disciplined.

Is Fair & Just

- **Fairness:** Treat all people fairly. Be open-minded. Listen to others and try to understand what they are saying or feeling. Don't take unfair advantage of other's mistakes. Don't take more than your fair share.

Is Caring

- **Caring & Kindness:** Show you care about others through kindness, caring, sharing and compassion. Live by the Golden Rule. Help others. Don't be selfish. Don't be mean, cruel or insensitive to other's feelings.

Is a Good Citizen

- **Citizenship:** Play by the rules. Obey laws. Do your share. Respect authority. Stay informed. Help your school by volunteering service.

MIDDLE SCHOOL REWARDS PROGRAM

QUALITY STUDENT PARTY

To attend the party, students need to obtain a Team Quality Award (from their 4 core teachers) and a Teacher Quality Award from at least two of their encore subject teachers. The students will spend their lunch period enjoying pizza and soda provided by the Middle School PTO. Students who meet the expectations listed below will be eligible for the **Quality Student Party** following the end of marking period 1, 2 and 3:

At Horseheads Middle School a Quality Student....

- is expected to come to school and class prepared, on time and ready to learn.
- is expected to complete all homework, class work and class projects to the best of their ability.
- is expected to 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.
- is expected to practice good citizenship, particularly by respecting the rights, privileges and property of others.

EXPRESS PASS

Those students who earn the Quality Award Party and also make the Honor Roll during the same marking period will receive an Express Pass. This pass allows students an opportunity to visit the Middle School Cafeteria two days a week during period 10 for one marking period.

PROGRESS REPORTS / 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, attend Parent Conference Night, or call the Guidance Office to schedule a team parent teacher conference.

Honor Roll 85 cumulative average
Failing Grade 64 or lower in any course

PARENT PORTAL

If you have not already signed up, please visit our Guidance Office. You will be asked to complete a short form and present identification. If you have questions, please call Karen Peters at 739-5601, x4251 or e-mail kpeters@horseheadsdistrict.com.

MARKING PERIOD DATES

09/12/13	<u>Open House (6:30-8:30)</u>
10/09/13	Progress Reports Issued
11/08/13	First Marking Period Ends
11/13/13	Report Cards Issued
11/13/13	<u>Conference Night (5:30-7:30)</u>
12/18/13	Progress Reports Issued
01/30/14	Second Marking Period Ends
02/03/14	Second Semester Begins
02/05/14	Report Cards Issued
03/12/14	Progress Reports Issued
03/12/14	<u>Conference Night (5:30-7:00)</u>
04/11/14	Third Marking Period Ends
04/23/14	Report Cards Issued
05/28/14	Progress Reports Issued
06/27/14	Fourth Marking Period Ends
07/03/14	Report Cards Mailed

STUDENT RESPONSIBILITIES

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.

AGENDA HANDBOOK

The Agenda Handbook has been provided to your student for their use during the school year. Students are expected to carry their Agenda Handbook with them at all times, including to the cafeteria for lunch. In the event that your Agenda Handbook is lost, a new one can be purchased at the Middle School Store.

STUDENT PASSES

Students must use the provided passes in their Agenda Handbook whenever they are in the hallways (except during the passing between regular classes). Teachers have the right to deny the use of these passes if they feel it is not appropriate for the student to leave class. Teachers have the right to check for passes in the hall. Using another student's passes is not permitted.

HALLWAY USE

Students in the halls during class periods must have a signed pass. While traveling between classes, students are asked to be courteous and considerate of others at all times. Running, hanging out at lockers, shouting or wandering in the halls is not acceptable.

LOCKERS

Each year students are assigned lockers for their personal use. The school takes great care to be sure that only a student issued a locker is given the combination to that locker. While we continually remind students that they are not to give their locker combination to any other student, they frequently end up doing so. Once this happens, your son or daughter loses control of the locker. Because of past problems, the rule at the Middle School is to issue each student a locker. They are not to share their locker with any friend. In addition, student lockers are part of the school building and are under the supervision and jurisdiction of school officials. Lockers are the property of the school and may be searched by school officials.

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. If they are late a third time, they will be assigned a lunch detention by the teacher. After the sixth tardy, the teacher will assign a second detention.

TARDINESS TO 1ST PERIOD

Students are expected to be in their 1st period seat and ready to work when the warning bell sounds at 7:45. If a student is not in their seat by 7:50, they are late to 1st period. If the student is late to 1st period a second time, the teacher will warn the student that if they are late again they will be assigned a lunch detention. Please send your child to the school main office with a written excuse when they are not going to be in school by 7:50. This will still be considered a tardy to 1st period unless it is a legal excuse.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Textbooks should be covered. Textbooks should be clean and handled carefully. Your name and grade should be placed on the inside front cover of each book. Students will be required to pay for lost or damaged books.

BOOK BAGS

Maintaining the safety of our students is our number one priority. Therefore, students are not permitted to carry book bags during the school day, with the exception of physical education class. Any bag, purse, etc. that is large enough to carry a textbook, will not be permitted.

CAFETERIA

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving your table and area in the condition in which others would like to eat. Students are allowed to sit at a table with up to seven other students. Students will stay at their table the entire lunchtime (except for discarding trash and returning their tray). Students remain in the cafeteria until they are dismissed by the staff member on duty. Students who fail to meet these expectations will be assigned a seat. Students may take food outside of the cafeteria only when given special permission.

LIBRARY

Students wishing to use the library may do so during their study hall periods. A pass will be required. Regular homework, not requiring the library's resources, should be completed in study hall. Library books will be signed out to students with a specific due date. Students who do not return their Library book by the due date will be reminded that it is past due. If reminding the student is not working, a phone call will be made to seek parental assistance in getting the book returned.

ELECTRONIC DEVICES

Students are strongly encouraged to leave electronic devices at home. It is very difficult to locate or identify them if they are lost or stolen. These items also detract from the overall instructional environment of the school. Electronic devices should be powered down when entering the building and may not be powered up until the 3:05 bell. If a student uses any electronic device at the Middle School, the following steps will be taken:

- **First Offense:** The device will be confiscated and the student can pick it up at the end of the day from an administrator.
- **Second Offense:** The device will be confiscated and the student can pick it up at the end of the day and an administrator will call home to notify the parent or guardian.
- **Third Offense:** The device will be confiscated and the student will be assigned a detention and the parent or guardian will need to pick it up from an administrator.

TELEPHONE USE

Students should not use classroom telephones at any time during the day. Students may use the telephone in the office with staff permission.

EMERGENCY DRILLS

Drills are held at regular intervals throughout the school year. During any drill, you should listen and follow the directions you are given by your teacher or school official. Fire Drill Procedures are posted throughout the building. Your cooperation is critical when we conduct any drill.

TRANSPORTATION

All students attending Horseheads Middle School are transported by bus each day. Any other means of transportation must be provided by a parent or guardian. Riding the bus is a privilege. Improper conduct will result in that privilege being denied, and possible consequences at school. Students intending to walk or ride a bike home must have a parent permission note on file in the main office.

Bus Transportation Morning Routine

- Students riding the bus to school will arrive between 7:30 and 7:38 and will enter at the front entrance and wait in the Middle School Cafeteria or Room 120 until 7:38 before going to their locker.

Parent Transportation Morning Routine

- All students being transported by a parent should be dropped off at the Field House entrance. Please pull up as far as possible to let your child out.
- Students that are getting dropped off before 7:38 will enter at the Fieldhouse entrance and wait in the Intermediate School Cafeteria before going to their locker. After 7:38 they should go quickly to their locker.

Walkers Morning Routine

- All students walking to school must have written parent permission on file. Students will enter no earlier than 7:30 at the front entrance and wait in the Middle School Cafeteria or Room 120 until 7:38 before going to their locker.

Bus Transportation Afternoon Routine

- Students riding the bus home from school will be dismissed at 3:05 and will then go to their locker and exit at the front of the school by 3:10. The buses depart between 3:10 and 3:25.

Parent Transportation Afternoon Routine

- All students being transported by a parent should be picked up at the Field House. Students will be dismissed at 3:05.

Walkers Afternoon Routine

- All students walking from school must have written parent permission on file. Walkers are dismissed at 3:05 and exit in front of the school.

Dances/Open Gym Nights

The drop off and pick up area for these events will be at the front entrance of the school. Students must be picked up at 9:00 p.m.

EXCUSE FOR LEAVING SCHOOL EARLY

If it is necessary for a student to leave school, he/she must have written permission from a parent. In case of medical appointments, **the student should bring a written excuse to the office prior to the start of the school day (7:38 a.m.).** 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.

ALTERNATE DAY SCHEDULE

Horseheads Middle School classes are scheduled on an alternating day schedule, odd or even. Each day an announcement is made reminding students of the current day. The day is also posted in the window of the main office.

MIDDLE SCHOOL BELL SCHEDULE

7:15	PARENT DROP OFF BEGINS
7:30	BUSES BEGIN TO UNLOAD
7:40	ROOMS OPEN
7:45	TARDY BELL
7:50 – 8:30	Period 1
8:34 – 9:14	Period 2
9:18 – 9:58	Period 3
10:02 – 10:42	Period 4
10:46 – 11:26	Period 5
11:30 – 12:10	Period 6
12:14 – 12:54	Period 7
12:58 – 1:38	Period 8
1:42 – 2:22	Period 9
2:26 – 3:05	Period 10
3:05	DISMISSAL

ATTENDANCE POLICY

Students are expected to be in school except in cases of emergency or for reasons as explained below.

- ✓ Personal illness-The school may require a certificate from a doctor if it is deemed advisable.
- ✓ Illness in the family-All schoolwork should be kept current.
- ✓ Quarantine in the home-The absence rising from this condition is limited to the length of quarantine as fixed by the proper health official.
- ✓ Death of a relative.
- ✓ Observance of a religious holiday-Any students of any religion shall be excused if their absence is for the purpose of observing a religious holiday consistent with their creed or belief.

Steps to follow when absent:

- 1) Have a parent or guardian phone the school and inform the office of your absence before 10:00 a.m. of the day of absence.
- 2) Have parents or guardian write an excuse, giving your name, days of absence, reason for absence and his/her signature.
- 3) Present your excuse to the main office.
- 4) Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade.
- 5) If absence is due to travel or some other reason, parents or guardians should notify the school prior to the absence

HOMEWORK

The Horseheads Middle School faculty believes that homework is a vital component of a student's education. Homework is assigned to reinforce lessons that are presented in the classroom. The responsibility for homework completion ultimately rests with each and every student.

PARENT HOMEWORK REQUEST

If your child is absent from school it is possible for you to request assignments for your child. Contact the Main Office prior to **10:00** am. on the day you wish to have the assignments. The assignments may be picked up between 3:15 and 4:00.

PHYSICAL EDUCATION REQUIREMENTS

Changing Out:

- All students are required to change out for each physical education class.
- Changing out consists of changing from the clothes you wore to school into shorts/sweats and a t-shirt/sweatshirt.
- It is recommended that students have 2 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 highly recommended so that personal belongings will not be lost or misplaced.
- Any questions or concerns can be brought to the physical education department.

MEDICALLY EXCUSED FROM PHYSICAL EDUCATION

Current Event Article Summary Instructions

- The article must come from a content based physical education website (websites are listed on current event article sheets).
- The New York State standards are tied or linked to the article.
- Acceptable criteria for the article are: fitness, health, or research activity based.
- Articles that contain summaries of scores or results of contests are not acceptable content.
- There will be one article assigned for each missed physical education class while the student is excused or unable to attend the physical education class for medical reasons.
- If the student is going to miss extended time, they have the option to complete a power point presentation. See teacher for summary and rubric for this assignment.
- The article summary sheet (which is available on the district website) will be attached to the article for full credit; these assignments should be turned in weekly for the extent of time that the student is excused.
- If you have any questions please feel free to contact any of the middle school physical education teachers.
- Students must check in with their PE teacher for attendance prior to reporting to their alternate assigned room.

EARLY FALL CLUBS

STUDENT COUNCIL

We will have a school wide election this fall. The election will determine who will become the officers and 10th period representatives for our student body. Students in the HMS Student Council are hardworking, responsible and demonstrate positive citizenship. Students will be invited to participate early in the fall. Listen for announcements in September.

HMS LIVE

HMS Live is our daily television show broadcast through the Middle School each morning and occasional other times. The show gives students the opportunity to learn basic broadcasting skills. It features daily announcements, interviews, sports and club reports and other programs. Students will be invited to participate early in the fall. Listen for announcements in September.

HEALTH OFFICE INFORMATION

The health office is available for students who are not feeling well. Any accidents should be reported to the nurse immediately. If it becomes necessary for a student to take any form of medication at school, a written physician's prescription and written parental consent are necessary. Any medication should be brought to the health office in the original container. All medication will be kept in and dispensed through the health office. **Physicals are required** for 7th grade students and new entrants to the district. **Note:** If no report is received within 30 days of school entrance, a physical appraisal will be scheduled with the school physician. New York State now 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).

IMMUNIZATIONS

Beginning October 1, 2013, the Chemung County Health Department will not be able to immunize children who are privately insured. This is because of a change in federal policy regarding the use publicly-funded vaccines for children. As a result of this federal change, public immunization clinics for Chemung, Schuyler and Steuben counties are for children less than 19 years of age who are:

- Uninsured
- Under-insured (meaning that their health insurance does not cover the cost of vaccines)
- Enrolled in Medicaid, Medicaid Managed Care or Child Health Plus
- American Indians or Alaska natives

Children with commercial health insurance that covers the cost of vaccines, even if the insurance includes a high deductible or co-pay, will need to be vaccinated by their health care provider. The Chemung County Health Department will not be able to vaccinate these children at their immunizations clinics. If you have any questions, please contact the Health Department at 607-737-2028.

ATHLETIC OFFICE INFORMATION

All students intending to play **Varsity or JV** need a **sports physical** dated August 1, 2012 or later in order to qualify for the fall season. Selective classification testing is required for student athletes who are recommended by PE staff or coaching staff to participate at the Varsity or JV level.

All students intending to play **Modified (Grade 7 & 8)** need a **sports physical** dated on September 1, 2012 or later in order to qualify for the fall season.

Starting Dates for Fall Sports:

Monday, August 19, 2013

Boy & Girls Varsity & JV Teams

Wednesday, September 4, 2013

7th & 8th Grade Coed Cross Country

7th & 8th Grade Football

Monday, September 9, 2013

7th & 8th Grade Girls Volleyball

7th & 8th Grade Boys Soccer

7th & 8th Grade Girls Soccer

7th & 8th Grade Coed Golf

7th & 8th Grade Girls Swimming

Practice Sessions

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

MIDDLE SCHOOL SAFETY AND SECURITY

Safety for our students, staff and community is a top priority. **All visitors to the school must be let in by the school's main office.** Visitors must come to the main entrance and press a buzzer to alert the main office. Visitors will be able to communicate with the main office and state their purpose for being at the school. Once allowed into the building, all visitors must report to the office immediately. For additional security and safety the Middle School is under video surveillance.

Reporting Potential Safety Concerns

We provide a safe and confidential way for Middle School students or their parents to report threats of violence, suicide and any illegal activity that could harm students in our school. Information will go directly to the attention of Administration. Each report will be handled and confidentiality maintained.

All students will be assigned a gaggle account.

Safety concerns can be sent to: a_safe_hms@gaggle.net

Anonymous Tip 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 his/her name. The **tip line** numbers are: **795-2044** and **1-800-305-4984**.

ANNUAL EMOTIONAL HEALTH SCREENINGS AVAILABLE TO ALL STUDENTS

It's natural to measure your child's height & weight. Measuring other ways they grow is important too! Emotional health issues can affect how a child succeeds in school, how they relate to family members, and their ability to make friends. Completing an Emotional Health Screening is a simple, effective way to look at your student's emotional development. If issues are identified early, intervention can be effective.

The Youth Emotional Health Screening Program is **Free, Voluntary and Confidential**. It is offered by Family Services of Chemung County, Inc. to all students in Chemung County. Parental consent is required and results are only shared with parents or guardians. Screenings include questions about mood, attention levels, sleeping patterns, school performance and more. In the event that a student's screening indicates a need for emotional health services, screening staff will work directly with the student and family to connect them to resources in the community.

The school district asks all parents/guardians to consider participation in the screening program. Parents will receive more information during the school year.

For additional information contact Marilyn Cristofaro, Community Mental Health Program Coordinator, at Family Services of Chemung County (607-733-5696). To access screening information online go to: www.horseheadsdistrict.com.

HEALTH INSURANCE

Do you or your children need health insurance? Fidelis Care can help!

Fidelis Care offers free or low-cost health insurance through New York State's Child Health Plus, Family Health Plus, and Medicaid Managed Care programs. Fidelis Care members are covered for regular checkups, preventive care, routine screenings, hospital and emergency care, eye exams, dental care, and more. Members can choose their own doctor so they can receive care from someone they know and trust, close to home. Their representatives are available to meet with you in your home, office, or other convenient location in the community.

For more information call 1-888-FIDELIS (1-888-343-3547) or visit fideliscare.org.

BOCES FOOD SERVICE

SCHOOL LUNCH MONEY

The price for lunch will be **\$2.10** this year. If a student forgets or loses their lunch money, he/she can charge one lunch with the cashier in the cafeteria. Students may also borrow lunch money from the main office if needed and repay the next day.

National School Free/Reduced Program

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It is available to families who meet income guidelines.

It provides nutritionally balanced, low-cost or free breakfasts and lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

Families must apply for the program. The application will be sent home with your child the first day of school.

For more information, log on to: www.fns.usda.gov/cnd/Lunch
OR call the district Food Services Office at: 739-5601, x3672.

Synopsis of the Healthy Hunger Free Kids Act of 2010

In January, 2011, the National School Lunch and School Breakfast programs received a "make over" to align them with the 2010 Dietary Guidelines for Americans. The new rules require schools to increase the availability of fruits, vegetables, whole grains, and fat free and low-fat fluid milk in school meals; reduce the levels of sodium, saturated fat, and trans fat in meals; and meet the nutrition needs of school children within their calorie requirements. The improvements to the school meal program are expected to enhance the diet and health of school children, and help mitigate the childhood obesity trend.

Understanding the definition of a **food component** is important before explaining "**What is a Meal?**"

- A food component is one of the five food groups which make up the **reimbursable school lunch**, i.e., meat/meat alternate (M/MA), vegetables (V), fruits/juice (F), milk (M), and grains/breads (G/B); or one of the four available food groups which make up the **reimbursable school breakfast**, i.e., meat/meat alternate and grains/breads, fruit/juice, milk.
- NOTE: a meat alternate is a plant or dairy based protein, i.e. peanut butter, yogurt, a veggie patty, cheese or barilla plus pasta, etc...

Based on that definition we'll explain how a student's food choices make up "a complete meal":

- For lunch a student can choose from all of the 5 components which could be as many as 7 choices in HS when counting 2 vegetable and 2 fruit servings - or 6 choices in Elementary and Middle School when counting 2 vegetable and 1 fruit servings.
- Students **must** choose a fruit or vegetable serving for lunch.
- The minimum number of *different* components required is 3, which could mean that just 3 choices could make a complete meal, so long as one of them is a fruit or vegetable.
- A limit of one 4 ounce juice is allowed as part of the 2 fruit component choices at HS level.
- For breakfast a student must choose 2 G/B choices (or 1 G/B and 1 M/MA) plus 1 or 2 other components. Some items count as 2 choices like the breakfast sandwich (M/MA+G/B) or a whole bagel or mini waffles (2 G/B).

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents 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 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 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 or eligible student believes are inaccurate or misleading.

Parents 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 or eligible student, the district will notify the parent 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 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 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 previously outlined, 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, e-mail address, and class roster.

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

MEDIA ACCESS TO STUDENTS

The Horseheads Central School system works hard to promote District programs, events and student achievement through the local media and District publications. From time to time, the media visits our school to cover various events. Often, the television or newspaper reporter wishes to interview and/or photograph students. The media is not allowed to speak to or photograph our students on school property unless our community information specialist has been notified and given permission beforehand. Our local reporters are very good at accommodating this request.

If you do not want your child interviewed, photographed, or videotaped for such purposes, please complete the form and return it to the Main Office as soon as possible. Thank you.

No, I do not want my child interviewed, photographed, or videotaped by the local media.

Child's Name

Parent/Guardian Signature

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

Pesticide Application

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

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

- A school remains unoccupied for a continuous 72 hours following an application
- Anti-microbial products
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children
- Silica gels and other nonvolatile ready-to-use pastes, foams, or gels 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 the form 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 e-mail 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:

E-Mail Address:

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

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 Judith Christiansen, Title IX Coordinator, or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, New York 14845, (607) 739-5601.

CALENDAR

Wednesday, August 28 Grade 7 and New Student Orientation 10:00am and 6:00pm
Thursday, August 29 Grade 8 Tentative Schedules available from 8:00 until 3:00
Wednesday, September 4 Middle School First Day 7:45 - 3:05
Wednesday, September 11 Three Screen Character Assembly at 8:00am
Thursday, September 12 Middle School PTO Meeting 5:30 - 6:20
Thursday, September 12 Middle School Open House 6:30 - 8:30
Tuesday, September 24 Middle School Picture Day 7:50 - 2:30
Tuesday, October 1 Grade 8 Panoramic Photo at 2:30

OPENING DAY INFORMATION

School opens for students on **Wednesday, September 4, 2013**. All students should report to their homeroom. **Please note your student's homeroom and team via the address label below.**

GENERAL SUPPLY LIST

- One green three ring binder for Language Arts (1" or 1.5")
- One red three ring binder for Math (2")
- One black three ring binder for Social Studies (1" or 1.5")
- One blue three ring binder for Science (1" or 1.5")
- One three ring binder for Foreign Language (1.5" or 2") - any color
- Composition Notebook
- Folders with Pockets
- Loose leaf paper
- Pens/Pencils/Highlighter(s)
- 3x5 Index Cards (ruled on one side)
- USB Drive
- Ear Buds or Head Phones

Horseheads Central School District
One Raider Lane
Horseheads, NY 14845

Non-Profit Org.
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Permit #5

GRADE 7 AND NEW STUDENT SUMMER ORIENTATION

Special orientation sessions will be held for all grade 7 and **new students** enrolled at the Middle School. Both students and parents are welcome to attend the sessions. The date of the orientation sessions is **Wednesday, August 28**. For your convenience, we are holding two sessions. The first session will begin at 10:00 am; the second session will begin at 6:00 pm. You are welcome to attend either of the sessions.

Administrators and counselors will provide a brief presentation about the policies and procedures used at the Middle School. We will also attempt to answer your initial questions. During the orientation, student information and a tentative schedule will be provided. The program should last approximately 60 minutes.

Returning grade 8 students can pick up their tentative schedules starting on Thursday, August 29 from 8:00-3:00. Individual class schedules will be distributed in homeroom to all students on the first day of school.

OPEN HOUSE

On **Thursday, September 12**, we will have Open House at the Middle School, from **6:30 to 8:30**. The evening is designed to allow you to experience your child's schedule as you move from period to period for ten minutes. The teachers will provide parents with class expectations and procedures. We encourage you to take advantage of this opportunity.

STUDENT PICTURE DAY

On **Tuesday, September 24**, student pictures will be taken. The pictures will be used for the yearbook and will be available for student purchase. There will be a choice of several packages from which parents may make their choice. Students do not need to purchase any pictures. A picture of your child will still be taken for the yearbook, even if you decide not to buy any.

Any student wishing to buy pictures must pay for them when the pictures are taken. Information for ordering packages will be distributed to the students a week before pictures.

Absent students and those requesting re-takes will have their picture taken on Group Photo Day which is **Tuesday, November 5**.

PANORAMIC PHOTO DAY

On **Tuesday, October 1**, the **8th grade students** will have their class picture taken at 2:30. The picture will be available for student purchase. Students are not required to purchase the picture.