



# Contact Information

If you have a question or concern about your child’s education or any topic regarding the Horseheads Central School District, we ask that you follow our communication procedure. First, please contact the staff member most directly involved. If your question or concern remains unresolved, we ask that you follow the process to the next level(s) of communication. If at any time you feel that you are not being heard, or the situation is time sensitive, please move to the next level of contact, or contact the assistant superintendent or superintendent, and we will assist you. See the next page for phone numbers and email addresses.

*The Dignity Act Coordinator (DAC) for each of our seven schools is the principal. Complaints regarding discrimination, harassment, or bullying of any student should be referred to the principal. The Dignity Act Coordinator for the Horseheads Central School District is the Director of Human Resources.*

**Please note: If your issue involves an emergency after school hours, please call our Safe Schools Hotline at 607-795-2044 or 1-800-305-4984. This number is answered 24 hours a day, seven days a week. Reach someone in our Facilities Department after school hours at 607-857-9667.**

Topic	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Curriculum/Instruction	> Teacher	> Building Administrator/Principal	> Director of Curriculum	> Assistant Superintendent	> Superintendent
Classroom Concerns	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Student Discipline	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Suspension	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling PreK-6	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling 7-12	> Guidance Counselor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Attendance	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Athletics	> Coach	> Athletic Director	> Assistant Superintendent	> Superintendent	
Extra-Curricular	> Teacher/Advisor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Food Service	> Building Cafeteria Manager	> District Food Service Manager	> Principal	> Assistant Superintendent for Business	> Superintendent
Health/Medical	> School Nurse	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Special Education	> Teacher	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Transportation	> Transportation Supervisor	> Asst Superintendent for Business	> Superintendent		
Parent Portal	> Principal	> Assistant Superintendent	> Superintendent		
Registration	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
District Policy	> Principal	> Director of Human Resources	> Superintendent	> Board of Education	
Residency	> Principal	> Director of Human Resources	> Superintendent		
Business Office/Taxes	> Asst Superintendent for Business	> Superintendent			
Facilities/Buildings	> Facilities Office	> Asst Superintendent for Business	> Superintendent		



# Contact Information

District general email address: [hcsdinfo@horseheadsdistrict.com](mailto:hcsdinfo@horseheadsdistrict.com)

<b>Administration</b> .....	<b>739-5601</b>
<i>1 Raider Lane, Horseheads, NY 14845 • www.horseheadsdistrict.com</i>	
Board of Education .....	x4201
<i>Superintendent</i>	
Thomas J. Douglas .....	<a href="mailto:tdouglas@horseheadsdistrict.com">tdouglas@horseheadsdistrict.com</a> ..... x4201
<i>Assistant Superintendent</i>	
Anthony Gill .....	<a href="mailto:agill@horseheadsdistrict.com">agill@horseheadsdistrict.com</a> ..... x4247
<i>Assistant Superintendent for Business</i>	
Katy Buzzetti .....	<a href="mailto:kbuzzetti@horseheadsdistrict.com">kbuzzetti@horseheadsdistrict.com</a> ..... x4260
<i>Director of Human Resources</i>	
Caitlin DeFilippo .....	<a href="mailto:cdefilippo@horseheadsdistrict.com">cdefilippo@horseheadsdistrict.com</a> .....x4211
<i>Director of Student Services</i>	
Kelly Squires.....	<a href="mailto:ksquires@horseheadsdistrict.com">ksquires@horseheadsdistrict.com</a> ..... x4305
<i>Director of Curriculum/Professional Development</i>	
Tiffany Owen .....	<a href="mailto:tiowen@horseheadsdistrict.com">tiowen@horseheadsdistrict.com</a> ..... x4244
<i>Director of Physical Education &amp; Athletics</i>	
Bert Conklin.....	<a href="mailto:bconklin@horseheadsdistrict.com">bconklin@horseheadsdistrict.com</a> ..... x4254
<i>Director of Facilities</i>	
Mike Coghlan.....	<a href="mailto:mcoghlan@horseheadsdistrict.com">mcoghlan@horseheadsdistrict.com</a> ..... x4401
<i>Transportation Supervisor</i>	
Peter Wilcox.....	<a href="mailto:pwilcox@horseheadsdistrict.com">pwilcox@horseheadsdistrict.com</a> ..... x4501
<i>Food Service Manager</i>	
Jessica Preston .....	<a href="mailto:jpreston@gstbooces.org">jpreston@gstbooces.org</a> ..... x3671

## Our Schools

<i>Big Flats Elementary School (Grades PreK-4)</i> .....	739-6373
<i>543 Maple Street, Big Flats, NY 14814</i>	
Principal Elizabeth Scaptura .....	<a href="mailto:escaptura@horseheadsdistrict.com">escaptura@horseheadsdistrict.com</a>
<i>Center Street Elementary School (Grades PreK-4)</i> .....	795-2580
<i>812 Center Street, Horseheads, NY 14845</i>	
Principal Patricia Sotero .....	<a href="mailto:psotero@horseheadsdistrict.com">psotero@horseheadsdistrict.com</a>
<i>Gardner Road Elementary School (Grades PreK-4)</i> .....	739-6347
<i>541 Gardner Road, Horseheads, NY 14845</i>	
Principal Patrick Patterson.....	<a href="mailto:ppatterson@horseheadsdistrict.com">ppatterson@horseheadsdistrict.com</a>
<i>Ridge Road Elementary School (Grades PreK-4)</i> .....	739-6351
<i>112 Ridge Road, Horseheads, NY 14845</i>	
Principal Anne-Marie Bailey .....	<a href="mailto:ambailey@horseheadsdistrict.com">ambailey@horseheadsdistrict.com</a>
<i>Horseheads Intermediate School (Grades 5 and 6)</i> .....	739-6366
<i>952 Sing Sing Road, Horseheads, NY 14845</i>	
Principal Michael Bostwick.....	<a href="mailto:mbostwick@horseheadsdistrict.com">mbostwick@horseheadsdistrict.com</a>
Asst Principal Robin Doubrava .....	<a href="mailto:rdoubrava@horseheadsdistrict.com">rdoubrava@horseheadsdistrict.com</a>
<i>Horseheads Middle School (Grades 7 and 8)</i> .....	739-6357
<i>950 Sing Sing Road, Horseheads, NY 14845</i>	
Principal Ron Holloway.....	<a href="mailto:rholloway@horseheadsdistrict.com">rholloway@horseheadsdistrict.com</a>
Asst Principal Tom Hoeffner.....	<a href="mailto:thoeffner@horseheadsdistrict.com">thoeffner@horseheadsdistrict.com</a>
<i>Horseheads High School (Grades 9-12)</i> .....	795-2500
<i>401 Fletcher St, Horseheads, NY 14845</i>	
Principal Kris Earl.....	<a href="mailto:kearl@horseheadsdistrict.com">kearl@horseheadsdistrict.com</a> ..... x1601
Asst Principal Dan Buseck.....	<a href="mailto:dbuseck@horseheadsdistrict.com">dbuseck@horseheadsdistrict.com</a> ..... x1607
Asst Principal Mike McCawley..	<a href="mailto:mmccawley@horseheadsdistrict.com">mmccawley@horseheadsdistrict.com</a> .. x1603
Counseling Office .....	x1625