

District to begin grading procedure

Governor extends order to end of school year

Dear Parents and Guardians:

Today, Governor Andrew Cuomo announced that he is extending his order closing schools until the end of the school year. **All schools in the state will continue distance learning through the end of the school year in June.** While this may not be surprising, it is heartbreaking. We know the hardships this is causing for parents and for all of us, and we miss having our students in our schools. But we also understand that this move is for the safety of our children and everyone in our community.



This order undoubtedly brings up many questions. Know that we will provide information on what this order means for the Horseheads district as the state provides further guidance and direction. One plan we do have in place is our student grading plan.

Beginning on May 4, we will put our PreK-12 district grading procedure into effect. We understand that this online learning program has been challenging and sometimes difficult. Please know that this procedure is to measure students' progress during this extended dismissal. It is not meant to penalize or stress students, but rather to determine how they managed their school work.

We also understand that our students have not had the same access they had within our school walls, and we are taking that into account. We are aware that social and emotional health, access to technology, connectivity, and everyday needs of our students, as well as our parents' ability and time to assist in all these areas, have affected how students have fared academically during this time.

This newsletter includes details about the grading plan at our various grade levels. In developing the plan, the district explored researched-based, best practices in grading in an online learning platform. We also collaborated with school districts throughout the region and gathered input from teachers and administrators in order to create a grading system that is best for our students. In the end, we are acutely aware that feedback and evaluation from an educator play a role in students' motivation and academic progress, with specific, accurate, and timely feedback being critical to learning. ***The key is that students regularly participate and engage in learning.***

How will our students be graded? Prior to the governor's order, our system of reporting on transcripts at the high school had a pass, fail, and honors system for physical education and vocal music programs. This same system will be applied to both credit bearing and non-credit bearing courses offered at our intermediate, middle, and high schools. At our elementary buildings, teachers will use a feedback system to evaluate student progress.

On behalf of the district, I wish to thank you for all you are doing to care for each other and to help our students stay on track. If you have questions about the grading procedure, please contact your building principal.

Stay Home • Stay Safe • Be Well

Sincerely,

Dr. Thomas J. Douglas
Superintendent of Schools

Extended Student Dismissal: May 4 - June 26

Grading procedures

Below is information on grading procedures to be used beginning May 4 and extending through June 26, as the result of the governor's extension of his order to close schools for the remainder of the school year. If you have questions, please contact your school's principal.

Elementary Schools (PreK-4th Grade)

Assignment Grades:

- Work will represent the essential learning for the course.
- Students will receive feedback on assignments.
- Teachers, support staff, and administrators will follow up with students and families when students are not responding or failing to submit assignments.
- A variety of supports will be made available to students and families to address barriers to their success during our dismissal.

Report card:

- Only an asterisk (*) will be used in the Marking Period 4 column representing a "Modified Curriculum" implemented for this final marking period. This asterisk will be used for all categories on the report card: ELA, Math, Science, Social Studies, Behaviors for Learners, Response to Intervention (RtI), and Special Areas.
- In the comment section of the report card, teachers will use a narrative structure to explain the progress of students in effort and learning during the marking period.
- 2020-2021 teacher assignments will be mailed separately in August.

Additional Resources and Information

Please click on the images below or <https://www.horseheadsdistrict.com/> for additional resources for parents and up-to-date information on our schools response to our extended student dismissal.



High School, Middle School, Intermediate School (grades 5-12)

Assignment Grades:

- Work will represent the essential learning for the course.
- Students will receive feedback and grades on assignments.
- Teachers will follow grading procedures established prior to the dismissal, adjusting as appropriate.
- In acknowledgment of the current situation, assignments can be submitted within two weeks of its assigned due date, but keep in mind the end of the school year.
- Teachers, support staff, and administrators will follow up with students and families when students are not engaging with their teacher.
- A variety of supports will be made available to students and families to address barriers to their success during the dismissal.

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Extended Student Dismissal: May 4 - June 26

Grading procedures, continued

High School, Middle School, Intermediate School (grades 5-12)

Final Marking Period Grades

- Teachers will enter final marking period grades based on the latest and best evidence available from students in this extended dismissal. The final marking period will be converted to a letter grade based on the following:
 - * Honors (H): 85% or greater
 - * Pass (P): 65% to 84%
 - * Fail (F): 64% or lower
- Failing grade must represent work completed by students with proof that there are no barriers to access as detailed earlier.
- Comments will inform parents and students of new learning environment situations.
- All grades will be reviewed by building administration.
- High School: The final marking period of the year will begin May 4 rather than May 15 as originally scheduled.

Local and State Final Exams

- There will be no local final exams or Regents (June and August 2020 Regents exams canceled by the state).
- New York State Education Department has exempted those students scheduled to take Regents Exams for June and August 2020. There is no limitation and no affect on diploma types awarded this year or in the future.

Overall Course Grades

- Final course averages will also be converted to the same H/P/F system as noted in the Final Marking Period Grades section.
- High School: spring full credit classes Marking Period 5, 6, and the Final Marking Period (MP8) will be considered in the final course grade. Marking Period 7 will not be factored at all into the overall grade for a course.
 - * AP World History (2-credit course) will be separated with the second course having the same rules as the above and the first course following the normal process from the Fall semester.
- Any Middle School and Intermediate School class currently running will be converted to the H/P/F system for the final course average.
- All grades will be reviewed by building administration.

High School Transcripts

- The final letter grade H/P/F will be marked on the transcript for those courses that are credit bearing.
- High School Ranking Percentile: All courses with the H/P/F grade will be removed from rank calculations.
- For students taking ACE courses, their Corning Community College transcripts will show the CCC grade, not the district's H/P/F grade.

Please contact your teacher, counselor, or administrator with any questions you may have.

Technology assistance

The district has set up the following ways for parents and students to get assistance with technology during the student dismissal.

Tech Office Hours

We will hold office hours for technology help for students and families as follows:

**Tuesdays, Wednesdays, and Thursdays
9 a.m. to 3 p.m.**

Intermediate School Entrance, 952 Sing

These office hours are for in-person tech issues, including, and return/exchange/pick up of loaner laptops. We will

Please wear a mask or face-covering and keep social distancing requirements in mind.

Note: While we cannot assist with personally-owned devices, we can answer questions about school-issued devices and personal equipment. If you simply have a question, please use the Tech Support Center (information below) rather than visiting.

Tech Support Center

In addition to in-person office hours outlined above, technicians and librarians will assist students and families through our Tech Support Help Center.

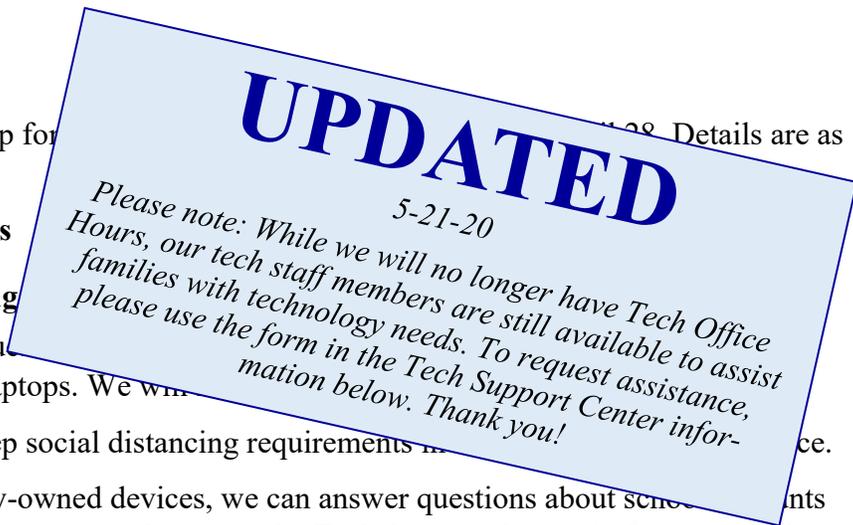
Technicians will assist with hardware, connectivity, and network account issues. Librarians will assist students, families, and staff in their individual schools with software issues, online applications, and the basics of Microsoft teams.

In order to request assistance, please use this form: https://forms.office.com/Pages/ResponsePage.aspx?id=KtLKIY3tDEGU4Az1zjSEePHH3UhzI7IDs958K7D4_QIUQ0FMWEpMWjhYVEY5UIZZSUQ4TUPEsIBIRi4u

Families without internet can call the following number for assistance: 607-481-2850. Please leave a detailed message outlining the technology problem or issue and a phone number we can use to reach you.

A note for district staff: Please contact the GST BOCES Help Desk if you have technology issues.

For general questions, or if you need assistance in finding someone to help, please email hcsdin-fo@horseheadsdistrict.com.



Acceptable Use and Code of Conduct

For all platforms your child is using, our district's [Acceptable Use Policy](#) and [Code of Conduct](#), especially Academic Integrity, remain in place.

Resources for Microsoft Teams

- Parents, to learn more about Microsoft Teams [Click here](#)
- Students, to learn more about Microsoft Teams [Click here](#)
- For a video on logging in to Microsoft Office [Click here](#)
- For a video on Microsoft Teams and how it will be used in your child’s online learning..... [Click here](#)
- For a tutorial on Microsoft Teams created by our own High School students and Ms. Hunter..... [Click here](#)
- For a parent-created video with a tip on how to access Teams from an iPad [Click here](#)

Google Classroom Resources

Here are some helpful videos on how to access Google Classroom:

- Parents, to learn more about Google Classroom [Click here](#)
- Students, to learn more about this platform..... [Click here](#)
- For a basic tutorial for parents [Click here](#)
- For more detailed tutorials..... [Click here](#) and [Click here](#)

Connectivity - accessing the internet

To address the connectivity need for some families around the district, we invite parents and students to access the internet from our **PreK-4 school parking lots** (Big Flats, Center Street, Gardner Road, and Ridge Road).

While sitting in a vehicle in the parking lot, students access the network one of two ways:

- If using a district laptop, the device will automatically connect to the “Regional” network. This will give the student full access to all network resources, just as if they were in the building.
- If using a personal device (i.e. phone, tablet, or laptop), students will look for the HH-BYOD SSID network in their Wi-Fi settings. The students can use their network username and password to log on to this network. Although this will not give them access to all network resources, they will have internet connection to use their Office 365, Microsoft Teams, and Google Classroom.

A few tips for using our network in school parking lots:

- Park in a parking spot as close as to the building as you safely can.
- If using a district device, students can create a folder on the desktop and download documents to that folder for ease of use when not online.
- Video streams must be viewed while in the parking lot. Small videos and other documents can be downloaded to your device.

We are also working on creating “hot spots” for internet access in remote areas that have need for internet activity. Our busses are now being outfitted with mobile Wi-Fi hot spots. They are currently being tested and will be deployed in the district once the testing is complete. Our goal is to provide additional spots around the district where students can connect to Wi-Fi.

We continue to look for additional ways to provide our district network access to families in these very unusual times. We will inform families of these options as they develop.

Installing Office 365 on your devices

The online version of Office 365 can be accessed on any device because it is a cloud-based platform.

Microsoft Office Products, including Microsoft Teams, can be installed on a personal device you for free on up to five devices.



To install Microsoft Office on your computer's hard drive, follow these instructions:

1. Open a web browser and go to <https://office.com> You may need to login as student.
2. In the upper right-hand corner, there should be a button that says "Install Office." Click this button, and it will walk you through the download, which will be a file with an .exe extension.
3. Once it is successfully downloaded and installed, close out of the browser.
4. Have your child go back into Microsoft Teams and open up the assignment again. This time, there should be a button that says "Open in Desktop App." Click this button, and you should have the drawing tool. Please note: The drawing tool will likely be used only for math.

For other areas, your child will be typing in a Word Document. When the assignment is done, save it. Then close (or X) out of the document and go back to Teams. Open the lesson and click "attach work." Browse your files and attach the work document. Once it is attached, you can submit it to the teacher.

Parent Portal

During this time, it is important to find multiple ways for our teachers and parents to remain connected. The Horseheads Central School District Parent Portal allows parents to view grades and, when back in session, attendance through our SchoolTool website. Please note that we are looking at ways to measure students' attendance and participation during the extended dismissal.



To access the portal on an internet browser, go to <https://schooltool.horseheadsdistrict.com>. You can also find the SchoolTool Mobile app in the Apple app store and Google Play store. The URL for the mobile app is <https://schooltool.horseheadsdistrict.com/sthhweb>.

Questions about the Parent Portal? Email hcsdportalinfo@horseheadsdistrict.com or contact your child's principal.

Child Care

We are working in partnership with the Chemung County Child Care Council to assist families of health care workers and first responders during this time. The Council has updated information for parents about available childcare during school closings related to COVID-19. For information, please call (607) 734-3941 or go to www.chemchildcare.com.



Questions about the information in this newsletter? See the last page for contact information. If you are unsure of whom to contact, email us at hcsdinfo@horseheadsdistrict.com or call 739-5601, x4295.

Download books to devices using Sora

The Sora/Overdrive program allows Horseheads students to download ebooks and audiobooks for free. Please see the graphic at right for information on how to access books through Sora.

Now through July 31, the Sora Sweet Reads program will offer a collection of Juvenile and Young Adult titles prominently displayed in Sora for quick and easy unlimited access.

You can explore the title offerings and learn more about the program at this link: <https://resources.overdrive.com/sora-sweet-reads/>. There are no holds needed for these special titles.

If you have questions about the Sora program, contact your school librarian or email Maureen Frei at mfrei@horseheadsdistrict.com.

Getting started with Sora

With Sora, you can get free eBooks and audiobooks from our schools.

Install the Sora app on your own device from the Apple App Store or GooglePlay

or go to soraapp.com on a computer.

 Available on the iPhone App Store

 GET IT ON Google Play

Once in Sora, find the *Greater Southern Tier BOCES Shared Digital Collection*
(Try using the setup code `gstbocesny`, or searching by your zip code, if you do not see the BOCES Shared Collection right away)

Choose from the “Sign in to your school” dropdown:

Horseheads CSD (K-2 Students) *

or

Horseheads CSD (Grades 3-12/Staff)**

*Login instructions for K-2 students have been emailed to parents by librarians/administration

**Grades 3-12/Staff use their regular district computer login

The digital library is always open even when school is closed!

Sora
The student reading app
soraapp.com

Did You Know?
You can adjust your readings settings to choose the dyslexic font option.

Read on Sora
The student reading app.

Books you can read right now.

Sora
The student reading app

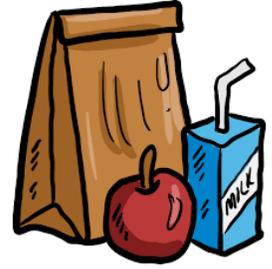
Emergency Meals Information

Please note: families may participate in all of the following programs.

District meal program

This program is for any district family who needs assistance. Meals are available for those 18 years old or younger at no charge. Meals are provided weekdays during the school dismissal at the following locations and times:

10:30-11:30am	Center Street School	812 Center St, Horseheads
10:30-10:50am	Collingwood Mobile Home Park	358 Chambers Rd, Horseheads
10:30-10:50am	Pine Valley Mobile Home Park	3600 Watkins Rd, Pine Valley
10:30-11:00am	Ridge Road School	112 Ridge Rd, Horseheads
11:00-11:30am	Millport Fire Department	2016 Crescent St, Millport
11:00-11:20am	Thunderbird Greens Mobile Home Park	391 Sing Sing Rd, Horseheads
11:15-11:35am	Erin Town Hall	1356 Breesport Rd, Breesport



Please note: We are continuing to evaluate the program, and we will make adjustments if necessary.

Meals are provided via drive up or walk up service for recipients to take home. There is not a dining area.

Please call (607) 739-5601, x4260 or x4295 if you absolutely cannot get to a site to order meals for the following day. For Monday delivery, please contact us on the Friday before. We will need parents to contact us each day they need delivery. **Questions? (607) 739-5601, x4260/x4295 or hcsdinfo@horseheadsdistrict.com.**

Chemung County Meal Program

Chemung County is providing boxes of non-perishable food items for families in need of assistance. To reserve a meal box, please call the county hotline at (607) 873-1813, x1. Boxes will be available Mondays and Thursdays at district meal sites and through delivery. Families must register for a box each time they need one.

Questions? Call the county hotline number at 873-1813, x1.



Food Bank assisting residents in six-county area



The Food Bank of the Southern Tier is working to assist residents in their six-county region during this time. For more information on how, visit their website at <https://www.foodbankst.org/>.

If you need assistance with food, please go to <https://www.foodbankst.org/find-food/> for a searchable list of food distributions, partner pantries, and meal sites.

Please note: Governor Andrew Cuomo has also required New Yorkers to wear masks or other face/nose coverings when they are in public and cannot safely maintain at least six feet of social distance.

Contact Information

Schools

Horseheads High School	795-2500
Kris Earl, Interim Principal.....	kearl@horseheadsdistrict.com..... x1600
Dan Buseck, Assistant Principal.....	dbuseck@horseheadsdistrict.com..... x1602
Mike McCawley, Assistant Principal.....	mmccawley@horseheadsdistrict.com..... x1603
Betsy Scanlon, Dean of Students.....	bscanlon@horseheadsdistrict.com..... x1618
Horseheads Middle School	739-6357
Ron Holloway, Principal.....	rholloway@horseheadsdistrict.com..... x3640
Tom Hoeffner, Assistant Principal.....	thoeffner@horseheadsdistrict.com..... x3642
Horseheads Intermediate School	739-6366
Michael Bostwick, Principal.....	mbostwick@horseheadsdistrict.com..... x3620
Robin Doubrava, Assistant Principal.....	rdoubrav@horseheadsdistrict.com..... x3628
Big Flats Elementary School	739-6373
Elizabeth Scaptura, Principal.....	escaptura@horseheadsdistrict.com..... x5600
Center Street Elementary School	795-2580
Patricia Sotero, Principal.....	psotero@horseheadsdistrict.com..... x2600
Gardner Road Elementary School	739-6347
Patrick Patterson, Principal.....	ppatterson@horseheadsdistrict.com..... x6600
Ridge Road Elementary School	739-6351
Anne-Marie Bailey, Principal.....	ambailey@horseheadsdistrict.com..... x7600

District Offices

Student Services.....	739-5601, x4305/x4308
<i>(Special Education, Speech/Physical/Occupational Therapy, Nurses)</i>	
Technology.....	739-5601, x4245
Food Services (meal delivery).....	739-5601, x4260/x4295
Athletics.....	739-5601, x4254
Superintendent's Office/Board of Education.....	739-5601, x4201
Business Office.....	739-5601, x4260/x4248
Human Resources.....	739-5601, x4211/x4212
Community Information.....	739-5601, x4295

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.