

News

August 2019

...of the Horseheads Central School District

Schools are busy during summer

Our students fill the halls with energy during the school year, but our schools are anything but quiet during the summer.

Facilities staff members have been busy readying our schools for the start of the new school year. Cleaners have washed and polished schools from top to bottom. Maintenance staff have made repairs, maintained buildings and grounds, and prepared our schools for upcoming construction work.

Once our facilities staff have finished with classrooms, our technology staff swoops in, visiting each classroom to reconnect equipment and verify that everything is updated and working. They replace outdated equipment and prepare new equipment for the hands of our students and staff.

Teachers and other instructional staff are busy here too, spending many hours doing summer work. They plan for the coming year by developing curriculum, instructional strategies, rubrics, and assessments - all to help students hone their skills for the classroom and beyond.

This summer, teachers and administrators have worked to rewrite curriculum in English Language Arts, Math, and Music, Health, and Family and Consumer Science. A group of teachers and administrators also participated in a phonics training in early summer. The goal of the summer work is to create a cohesive curriculum across schools and grade levels. Because of the volume of work, this process began in previous summers for the ELA and Music content areas.

We do have some students in the district this summer too. We're home to the regional summer school for middle school students, the Extended School Year program for students with special needs, Varsity H summer camps, and two sites for the Chemung County Youth Bureau's Summer Cohesion program.

And not to be forgotten, our clerical staff members have been busy keeping all of our departments going!



Teachers engaged in curriculum work this summer.



Congratulations, Class of 2019!

Left to right: Kalla Ziegenfus, Belinda Zhang, Samuel Zellers, Mubeen Zainul, and Makayla Yee before graduation June 22.

See more photos on pages 4-5.

See page 2 for an update on our district-wide capital improvement project



Explore Empower Excel

Building Our Future Now

District-wide capital project continues

Our district-wide capital improvement project continues. The project, known as “Horseheads 2030: Building Our Future Now,” has been in the planning stages since 2016. Voters approved the project in October 2017.

During the summer, the district is preparing for the major portion of the project: renovations, upgrades, and new construction at the High School. The plan is for the project to go to bid in August, with construction tentatively to begin later in the fall. Improvement plans for the High School include renovating and improving several classrooms, building a new library, upgrading the cafeteria and kitchen, and beginning construction of a multi-purpose stadium, among other projects.

During this summer, asbestos abatement is underway to prepare for construction. District Office space and other areas are now being converted into additional classroom space, so that students will have minimal disruption to their learning space while classroom renovations are ongoing during the next three years. The



district’s Business, Human Resources, and Superintendent’s offices are being moved to the newly acquired property on Hibbard Road in Big Flats to make room for these needed classrooms, called “swing space” because classrooms will move in and out as renovations are completed. Purchase of the property was approved by voters in May.

“Purchasing this property allows us to maintain the best educational setting for students during the years construction takes place,” said Superintendent Tom Douglas. “We thank the public for understanding our goals and helping us make sound financial decisions.”

Elementary schools are also seeing work this summer, with installation of energy efficient lighting controls at all four schools and several windows at Center Street, as well as the completion of the Big Flats roofing project that began last summer.

The design phase for the next part of the capital improvement project - upgrades and improvements at the Middle/Intermediate School complex - is nearing completion. Estimating work on this portion will happen over the next few months, with submission to the state sometime later this year when design plans are complete.

Work on this portion of the project includes science, art, and technology classroom upgrades at the Middle School, as well as cafeteria, stage, and kitchen improvements for the entire complex. After the state approves the plan, this portion of the project would move forward, with tentative dates of January 2020 for bids and June 2020 for construction to begin.

Road work on Sing Sing Road

Motorists on Sing Sing Road have noticed work happening on the road in front of the Middle/Intermediate School complex this summer. We are grateful to the state and county for this work to widen the road and hopefully improve traffic flow and safety in front of the schools. We also thank New York State Senator Tom O’Mara for securing grant funds to help with this project.



Construction on Sing Sing Road will widen the roadway.

For more information and updates, please visit our website at www.horseheadsdistrict.com.

Senior Walk was June 18

Seniors back to elementary school

The third annual Senior Walk was held June 18 at Big Flats, Center Street, Gardner Road, Ridge Road, and Saint Mary Our Mother schools.

Seniors put on their graduation caps and gowns and returned to their elementary schools. They visited classrooms and spoke with students and teachers, and at Gardner Road, they even participated in a physical education class.

They then paraded through the schools while the students lined the halls to cheer and give them “high-fives” to celebrate their graduation. Seniors are honored for their achievements, and younger students get the opportunity to see what’s ahead for them when they finish high school.

After the walk, seniors gathered at the school for refreshments, photos, and visits with former teachers. Senior parents were welcome as well.

Mark your calendars, seniors and senior parents: Senior Walk 2020 is set for June 17.



Congratulations, Class of 2019

Graduation 2019 was Saturday, June 22 at the First Arena in Elmira. We wish all of our graduates the best of luck in their future endeavors.



Left to right: Zachary Allen, Abhishek Akula, Maurice Rankins Jr, Anthony Agosto, Akanksha Aggarwal, Zach Adams



Left to right: Allison King, Ainsley Cousins, Chloe Peterson



Right: Bridget Swartout (left), Ashley Wakefield



Sarah Berman (left), Kyla Crawford



Left to right: Mikaila Dennison, Ethan Demuth, Sara Delano



Left to right: Rachael Howe, McKayla Hornsby, Breanna Holcbuk



Left to right: Lianna McKibbin, Sarah McGrain, Maddie McGettrick, Jordan McCooey, Yazaline Ramos



Left to right: Leanna Scott, Lacey Scofield, Andrew Scholl, Curtis Schneider



*Left (left to right):
Timothy Lee, Nathan
Preston, Gregory Mockler,
Matthew Kurniawan*



*Right (left to right):
Brandon VonAbn,
Alivia Vandaalen, Mara
Trefzger*



*Left to right: Jenna
Elwood, Khalil
Tranchant, Mia
Todzia, Lauren
Tiberia*



*Left to right: Joanne Kim, Delaney Clark,
Deanna Clark*



*Left to right:
Alexa Dougherty,
Rachel Dickson,
Dylan Comfort*



*Left to right:
Owen Juan,
Shann Judson,
Betsy Kamas*



*Left to right:
Evan Coleman,
Scott Cole,
Dakota Coats*



*Left to right: Bella Carberry, Corey Cantando, Shannen Harrington,
Kenzie Osgood, Hannah Malloy*



*Left to right:
Rachael
Spaulding,
Taysha Smith,
Jarid Smith*

Administrators pay it forward

Each summer, district administrators meet for a summer workshop. They plan for the year, develop goals, learn of legal updates in education, and participate in activities to strengthen their team.

This summer, they strengthened not just their team, but our community as well, through a “pay it forward” exercise.

They were given 90 minutes to go out into the community to provide kindnesses to others.

They brought treats to area children’s programs, bottled water to post office and construction workers, flowers to residents in senior homes, and coffee to the police department. They paid for washes at a local laundromat, treated people and a couple of dogs to ice cream, put together bags of school supplies, and more.

Using the hashtag #RaiderPayItForward, they shared their good works on social media, encouraging others to do the same. Afterward, they shared their experiences with each other, and agreed that this exercise ranks as their favorite in many years.

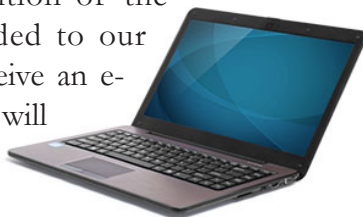


About the newsletter

This edition of our newsletter is sent to all of our residents, even if you signed up to receive it online. This is because the policy information on pages 10-18 is required by the state. Sharing budget information is also required, so the May budget newsletter is also sent to all residents.

Additional editions of the newsletter are available online. To receive these editions, please go to our website at www.horseheadsdistrict.com. In the Quick Links menu, click on “District Newsletters.” There you’ll find a link to sign up to receive the newsletter online. Here is the direct link: <http://www.horseheadsdistrict.com/newslettersignup.cfm>.

When a new edition of the newsletter is uploaded to our website, you will receive an e-mail with a link that will take you directly to the newsletter.



Safe Schools Line

To report a concern, rumor, or other safety issue anonymously and confidentially 24 hours a day, call

**795-2044 or
1-800-305-4984**

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.

Horseheads Central School District 2019-20 School Calendar

SEPTEMBER						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
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29	30					

OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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DECEMBER						
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JANUARY						
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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JUNE						
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28	29	30				

School Not in Session:

Labor Day	9/2
Columbus Day	10/14
Veterans Day	11/11
Thanksgiving Recess	11/27 - 11/29
Winter Recess	12/23 - 1/3
Martin Luther King, Jr Day	1/20
President's Day Recess	2/17 - 2/18
Spring Recess/Good Friday	4/3 - 4/10*
Memorial Day Recess	5/22 - 5/25*

* Pending days utilized for emergency/closure days during the year.

Parent/Teacher Conference

11/8/19 (Full Day Off - Pre K - 6th Only)
11/15/18 (½ Day PM Off - Pre K - 6th Only)

**End of Year
½ Days (AM)**

6/23/20 (7th - 8th Only)
6/24/20 (Pre K - 8th Only)
6/25/20 (Pre K - 6th Only)

Full Days Off

9/4/19 (10th - 12th Only)
1/27/20 (7th - 12th Only)
6/19/20 (Pre K - 6th Only)
6/25/20 (7th - 8th Only)

LEGEND

	Conference Days (9/3, 10/11, and 3/20)
	Schools Closed*
	Regents Exams

180 Student School Days +
3 Conference School Days +
3 Emergency School Days - for a total of:
186 School Days[^]

The district will communicate to residents and staff about any calendar adjustments needed due to excessive closure days, or the lack thereof, at the end of March 2020. Please be aware, if the district needs to make up school days due to excessive emergency/snow closure days, the Priority of Make-up Days will be as follows, upon notification of the district:

1 st Make Up Day	4/3/20
2 nd Make Up Day	5/22/20
3 rd Make Up Day	4/6/20
4 th Make Up Day	4/7/20
5 th Make Up Day	4/8/20
6 th Make Up Day	4/9/20

Last Day: 9th - 12th: 6/16/20
Last Day: 7th - 8th: 6/24/20
Last Day: PreK-6th: 6/25/20

[^]The district has 6 closure days built into the calendar (pending total # of hours required by NYSED).

First Day of School PreK - 9th:
Wednesday, September 4, 2019

First Day of School 10th - 12th:
Thursday, September 5, 2019

Last Teacher Day:
Friday, June 26, 2020

Required notice of certain board policies

The Horseheads Central School District has hundreds of policies regarding the operation of the district. The Board of Education develops and oversees the enforcement of these policies. All school board policies are public information. The district is required to publicize certain policies and regulations annually to parents, students, and the community. To view all of the board's policies, visit the district's web site at www.horseheadsdistrict.com.

0100: Equal Opportunity

The Board of Education, and District officers and employees, shall not discriminate against any student, employee, or applicant on the basis of actual or perceived 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.

This policy of nondiscrimination includes access by students to educational programs and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

0100-E: Nondiscrimination Notice

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 the Title IX/DASA Coordinator, Civil Rights Compliance Officers; or 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:

Director of Human Resources
Horseheads Central School District
One Raider Lane
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

0110: Sexual Harassment

The Board of Education recognizes that sexual harassment of students, employees (including all staff, applicants for employment, both paid and unpaid interns, exempt and nonexempt status, part-time, seasonal, and temporary workers, regardless of immigration status) and certain "non-employees" (which includes contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees) on the basis of sex, gender and/or sexual orientation, is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and "non-employees" can work productively.

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status. Sexual harassment of a student can deny or limit the student's ability to participate in or to receive benefits, services, or opportunities from the school's program.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, when:

- a. submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
- b. submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or a student's education; or
- c. the conduct has the purpose or effect of unreasonably interfering with an employee's or "non employee's" work or student's school performance or creating an intimidating, hostile or of-

fensive work or educational environment, even if the complaining individual is not the intended target of the sexual harassment.

Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. Examples of sexual harassment can be found in the accompanying regulation (0110-R).

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment, including that based on gender and sexual orientation. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district, or outside the school setting if the harassment impacts the individual's education or employment in a way that violates their legal rights, including when employees and "non-employees" travel on district business, or when harassment is done via electronic means (including social media). For employees, sexual harassment is considered a form of employee misconduct.

Sanctions will be enforced against all those who engage in sexual harassment, and against supervisory and managerial personnel who knowingly allow such behavior to continue or engage in retaliation.

Sexual harassment may subject the district to liability for harm done to targets. Harassers may also be individually subject to civil liability if sued in a court of law or criminal liability if prosecuted.

Under various state and federal laws, students, employees and "non-employees" have legal protections against sexual harassment in the school environment as described above. Those laws are listed in the reference section below. Additionally, local laws (e.g., county, city, town, village) may apply to the District. The District's Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or

informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint, the district will determine if accommodations need to be made until the issue is resolved.

If, after appropriate investigation, the district finds that a student, an employee, "non-employee" or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, district policy and state law. Individual nondisclosure agreements may only be used as permitted by law, as described in the accompanying regulation. Mandatory arbitration clauses are prohibited in all district contracts and agreements.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind, when they do so with a good faith belief that sexual harassment has occurred. Such prohibited retaliation can include, but is not limited to, discipline, discrimination, demotion, denial of privileges, or any action that would keep a person from coming forward to make or support a sexual harassment claim. Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and annually for employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment. Age-appropriate instructional materials will be incorporated into the curriculum to educate students so that they can recognize and reduce the incidence of sexual harassment.

This policy shall be published on the District's website and information regarding sexual harassment shall be included in the Code of Conduct and other District publications as appropriate.

0115: Dignity for All Students Act

The Board is committed to providing a school environment that is free from harassment, bullying and discrimination. Harassment, discrimination, intimidation

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Required notification of board policies, continued

or bullying and acts of cyberbullying, as defined by New York Education Law Article Two and the Regulations of the Commissioner § 100.2 by students, staff or visitors toward students are strictly prohibited. Therefore, in accordance with such laws and regulations, conduct of this nature is subject to discipline in accordance with the District's Code of Conduct and the Internet Safety and Acceptable Use Policies.

Reports of harassment, bullying and discrimination shall be made to the Dignity Act Coordinator, Building Principal, Superintendent, or the Principal's or Superintendent's designee. Students and parents/guardians may make verbal or written report of harassment, bullying or discrimination to District teachers or administrators.

District employees who witness harassment, bullying or discrimination, or who receive an verbal or written report of harassment, bullying or discrimination, shall promptly verbally notify the Dignity Act Coordinator, Building Principal, Superintendent, or the Principal's or Superintendent's designee, no later than one school day after such employee witnesses or receives a report of harassment, bullying or discrimination. After verbal notification, the District employee shall file a written report with the Dignity Act Coordinator, Building Principal, Superintendent, or the Principal's or Superintendent's designee not later than two school days after making the verbal report.

The Building Principal, Superintendent or the Principal's or Superintendent's designee shall lead or supervise a thorough investigation of all reports of harassment, bullying or discrimination, and ensure that said investigation is completed promptly after receipt of any written reports made.

In the event an investigation verifies harassment, bullying or discrimination, the District shall take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination, is strictly prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to discipline or removal from the premises in accordance with school policy, including

the Code of Conduct. If appropriate, individuals may also be referred to law enforcement officials.

The Building Principal shall make a regular report on data and trends related to harassment, bullying and discrimination to the Superintendent.

The Superintendent shall establish procedures and guidelines that will include, but not be limited to, staff training and professional development, the method of reporting an incident believed to be in violation of this policy, the procedure for investigation and the prohibition of retaliation for reporting an incident. The District shall also provide required instruction supporting development of a school environment free of harassment, bullying and discrimination having an emphasis on discouraging acts of harassment, bullying (including cyberbullying) and discrimination and including instruction in the safe, responsible use of the Internet and electronic communications.

The Board will review this policy from time to time and will make any necessary modifications as required by the applicable laws and regulations.

This policy and any amendments or addendums shall be published in the student handbook and on the District website. At least once each school year, the District shall provide all school employees, students and parents or persons in parental relation with a written or electronic copy of this policy and any other policy created by the District in compliance with the Dignity for All Students Act.

If the Superintendent or Principal designates a staff member to receive verbal or written reports of harassment, bullying, or discrimination, then the Superintendent or Principal shall publish the name and title of the designee to the school community as an addendum to this policy.

1400: Public Complaints

The Board of Education welcomes constructive criticism of the schools whenever it is motivated by a desire to improve the quality of the educational program, facilities, or service. The Board has confidence in its staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the individual school employee or to the school or department administration for study and possible solution.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seems unlikely at the building or department level, either party may refer the matter to the appropriate member of the central staff and if still unresolved to the Superintendent of Schools for his or her review.

The Board will consider hearing citizen complaints when they cannot be resolved by the Superintendent. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Citizens' complaints directed at personnel will be handled by the Board in executive session.

If parents are not satisfied with the resolution by the Horseheads Central School District, the district will inform them of their right to appeal to the New York State Education Department. If parents are not satisfied with the resolution by the New York State Education Department, they may appeal to the United States Department of Education. The district will provide parents with additional information from the Superintendent's office or by directing them to the New York State Department of Education's Written Complaints and Procedures website at <http://www.emsc.nysed.gov/nclb/complaintappeals>.

Title I Complaint and Appeal Procedures

Complaints/appeals regarding the District's administration and implementation of its Title I Grant including, but not limited to, disputes regarding homeless eligibility, school selection, enrollment, and transportation, should be sent first to the Superintendent. The District has 30 business days to resolve a complaint, which must:

- be written;
- be signed by the person or agency representative filing the complaint;
- specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
- contain information/evidence supporting the complaint; and
- state the nature of the corrective action desired.

If the District fails to resolve the complaint within 30 business days, or fails to resolve the issue to the

satisfaction of the complainant, the complainant may appeal to the New York State Education Department (NYSED) by forwarding the original signed complaint and the District's response (or a statement that the District failed to respond in 30 business days) to the Title I School and Community Services Office, Room 320 EB, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

Parties dissatisfied with the NYSED's complaint resolution may file an appeal directly with the United States Department of Education at:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132

Complaints/appeals from nonpublic school officials regarding the District's administration and implementation of Title I should be sent to the NYSED. NYSED has a 60-business day period in which to resolve a nonpublic school complaint. No later than 30 days following the written response by the NYSED, or in the event the NYSED fails to resolve the complaint within a reasonable period of time, the nonpublic school official may appeal NYSED's decision to the U.S. Department of Education. A copy of the NYSED's written response, if available, and a complete statement of the reasons supporting the appeal must accompany such appeal.

The District shall disseminate free of charge, adequate information about these complaint and appeal procedures to parents of students, and appropriate nonpublic school officials or representatives.

5020.2: Discrimination/Racial Harassment of Students

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from racial* discrimination, including racial harassment. The Board recognizes that racial harassment of students can originate from a person of the same or different race of the victim including peers, employees, Board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities.

Racial harassment of students consists of different treatment on the basis of race and is recognized in two different forms:

continued next page

Required notification of board policies, continued

1. when the district's employees or agents, acting within the scope of official duties, treat a student differently than other students solely on the basis of race; or
2. when the education environment is not kept free from discrimination because the harassing conduct is so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the services, activities or privileges provided.

The Board also prohibits any retaliatory behavior against complainants or any others because they have participated in a school-sponsored investigation. Also prohibited is any retaliatory behavior against any person who has complained, testified, or assisted in a complaint of discrimination under state or federal law.

Any student who believes that he/she has been subject to racial harassment should report the alleged misconduct immediately, pursuant to 5020.2-R, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged racial harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any racial harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of racial harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other federal and state laws on racial harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding racial harassment and to implement preventative measures to help reduce incidents of racial harassment.

A copy of this policy and its accompanying regulation is to be distributed to all personnel and students and posted in appropriate places.

**For the sake of simplicity and clarity, the term "race" shall be used throughout this policy to refer to all forms of discrimination prohibited by Title VI--that is, race, color, and national origin.*

5100: Comprehensive Student Attendance

A. Statement of Overall Objectives:

The Horseheads Central School District sets high standards for all students. It is our philosophy that the Horseheads Central School District is responsible to allow for the maximum development of each student's intellect, character, personality, and aesthetic, physical and social potential. In conjunction with the responsibilities of our school district, it is the responsibility of each student to be in school and in class at all times. There is a known correlation between attendance and academic performance and, with this in mind, the School District has developed this Comprehensive Student Attendance Policy.

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness, and early departure of students to and from school;
2. To ensure student attendance in classes so that students may achieve State mandated education standards;
3. To track students' location for safety reasons and to account to parents regarding the location of their student(s) during school hours;
4. To identify and address attendance patterns;
5. To verify that individual students are complying with education laws relating to compulsory attendance;
6. To accurately record daily attendance for State aid purposes.

B. Description of Strategies to Meet Objectives:

The School District will:

1. Maintain an accurate register of attendance for each student to record attendance, absence, tardiness, and/or early departure.
2. Utilize a data analysis system to track individual student attendance and to identify attendance patterns.
3. Develop early intervention strategies to improve school attendance.
4. Review on an annual basis the Comprehensive Attendance Policy and the building-level student attendance records.

C. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. *Scheduled instruction:* Every period that a student is scheduled to attend an instructional class during the course of a school day during the school year. At the elementary and middle school level, this is every class excluding lunch. At the high school level, this is every class excluding lunch and activity period.
2. *Absent:* The student misses more than fifteen percent (15%) of the period of the student's scheduled instruction (e.g., more than 12 minutes of an 80-minute class or more than 6 minutes of a 40-minute class).
3. *Tardy:* The student arrives later than the starting time of the student's scheduled instruction.
4. *Early departure:* The student leaves prior to the end of the student's scheduled instruction with approval.
5. *Excused:* Any absence, tardiness, or early departure for which the student has a valid school-approved excuse. Such excused absences shall include, but are not limited to, personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, approved college visits, or other such reasons as may be approved by the building administrator.
6. *Unexcused:* Any absence, tardiness, or early departure for which the student has no valid school-approved excuse. Such unexcused non-appearance shall include, but are not limited to, family vacation, skipping class, oversleeping, or any other absence that is not excused.

D. Coding System

A record of each student's attendance including absence, tardiness, and early departure shall be kept in a register of attendance, which includes the components mentioned in the Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the District code for the reason. Administration will establish procedures and a coding system for use throughout the district in accordance with the Commissioner's Regulations.

E. Intervention Strategy Process – Incentives/ Disciplinary Sanctions

1. Minimum Attendance for Course Credit

- a. A student must be noted as present for 85% of a course's scheduled classes in order to earn course credit.
 - i. For purposes of minimum attendance

requirements, a student shall not be counted as present for a class if the student misses more than fifteen percent (15%) of the class, whether through tardiness or early departure.

- ii. Students suspended from school will not be marked absent.
 - iii. Students who are not in class due to a school related activity such as sporting events, field trips, AP exams, music lessons, or any other such reasons approved by the building administrator will not be marked absent.
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- i. The parent(s) and/or person in parental relationship will be notified by an automated phone message when the student is marked absent.
 - ii. After a student has been marked absent for the third time in a class, the instructor shall attempt to notify the student and his/her parent(s) or person in parental relation, informing them of the attendance policy in regards to course credit as well as the importance of class attendance. The teacher will document the notification.
 - iii. A student and his/her parent(s) or persons in parental relation will be advised each marking period as to the status of their student's attendance. This notification will be included on the student's progress report. [The school's attendance policy regarding course credit and the actual number of classes the student may miss before forfeiting the right to earn credit is published in the student handbook and on the progress report.]
- c. A student who would otherwise receive credit for a course if not for the student's failure to attend may appeal the loss of credit to the building administrator in accordance with established procedures.

2. Notice of Absences

Building administration will work with staff to implement parental notification procedures and

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when appropriate, will contact parents/persons in parental relation directly to discuss a child's absences, tardiness, and/or early departures, as well as the importance of class attendance and appropriate interventions.

3. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges.

4. Intervention Strategy Development

The Building Principal shall meet with other administrators, teachers, and support staff as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current building intervention strategies. When determined that existing intervention policies or practices are insufficient, the Principal shall share these findings with the Site-Based Team.

The Principal will also notify the Superintendent (or designee) prior to the annual review of the Comprehensive Student Attendance Policy.

F. Attendance Supervision

The Attendance Clerk, as directed by the Building Principal, is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.

5450.1: Notification of Sex Offenders

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings. In addition, the Superintendent of Schools shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the posting requirement for such information established by this policy and of the availability of the information, upon request. Community residents shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the District Clerk.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

5500: Student Records

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including Education Law § 2-d and the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to

Education Law § 2-d, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Records: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Third party contractor: is any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, instructional programs, conducting studies or audit or evaluation of publicly funded programs.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and the procedures for exercising those rights. A 'Parents Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors. The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and 'Bill of Rights' will include a statement that 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 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.

The annual notice and 'Bill of Rights' will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.

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3. that personally identifiable information will be released to authorized representatives of third party contractors as defined above for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district will provide translations of this notice, where necessary, to parents, guardians and students in their native language or dominant mode of communication.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5) above.

Directory Information

The Board designates certain categories of information as "directory" information: student name, address (except information about a homeless student's living situation, as described below), 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, and e-mail address.

Information about a homeless student's living situation shall be treated as a student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison shall take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities. The district permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

8505: Charging of School Meals

The Board of Education recognizes that on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds to "charge" the cost of reimbursable meals to be paid back at a later date subject to the terms in this policy. Extra items such as à la carte items and snacks may not be charged.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day that the charge is paid

back. When charges are paid, the monies are not to be considered “à la carte” transactions, as a section on the daily cash report or deposit summary reads “charges paid.”

Parents/guardians will be notified that a student’s account balance is exhausted and has accrued meal charges within five days of a charge, and regularly thereafter until the account is replenished. When a student’s account reflects three outstanding meal charges, the District’s Food Service Department will notify (or attempt to notify) the parents/guardians of the outstanding balance, the process to refill the account, and the District’s policy on charging school meals. When a student’s account reflects five outstanding meal charges, a building administrator or designee will contact the parents/guardians. Notification may continue regularly until the account is replenished. Parents/guardians must repay all unpaid charges remaining at the end of the year or before their child leaves the District, whichever occurs first.

Students shall not be denied a reimbursable meal, even if they have accrued a negative balance from other cafeteria purchases, unless the parent/guardian has provided written permission to the school to withhold a meal. No student with unpaid charges will be prohibited from purchasing food if they have money on a particular day.

Students who cannot pay for a meal or who have unpaid meal debt shall not be publicly identified or stigmatized (including wristbands or hand stamps), required to do chores or work to pay for meals, or have meals thrown away after they have been served. District staff shall not discuss a student’s unpaid meal debt in front of other students. The District shall not take any action directed at a student to collect unpaid school meal fees. However, District personnel may discretely notify students of their account balances, and that certain items (e.g., à la carte, etc.) cannot be provided with charged meals.

The District shall discretely notify parents/guardians of students with negative balances of at least five meals, determine if the student is directly certified to be eligible for free meals, and attempt to reach the parent/guardian to assist them in the application process for free and/or reduced price meals, and determine if there are other issues within the household causing the insufficient funds and offer appropriate assistance. If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the District may take other actions as appropriate, including notifying the local department of social services if neglect is suspected.

If a student is suspected of abusing this policy, written notice will be provided to the parent/guardian.

The District will notify all parents/guardians of this policy in writing on an annual basis at the start of the school year and when families transfer during the year. The policy shall also be published in appropriate school and District publications. All staff involved in implementing and enforcing this policy shall also be notified of these requirements and their responsibilities. The District’s enrollment process shall include the application process for free and reduced price meals. If the District becomes aware that a student is so eligible, it shall file an application for the student. Staff responsible for assisting foster, homeless and migrant students shall coordinate with the food services staff to ensure such students receive free school meals.

Unpaid Meal Charges and Debt Collection

Unpaid meal charges are a financial burden to the District and taxpayers and can negatively affect the school program. Unpaid meal charges shall be considered “delinquent” as per the District’s accounting practices. The District shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The District shall notify parents/guardians of unpaid meal charges at regular intervals, and District staff may engage in collection activities. The District may not charge fees or interest and shall offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid.

Account Balances

Remaining funds will be carried over to the next school year. When students leave the District or graduate, a written request from a student’s parent/guardian for a refund of any remaining funds may be submitted. Parents/guardians may request that funds be transferred to other students (e.g., siblings, unpaid accounts). All transfer requests must be in writing. Unclaimed funds remaining after one school year shall be absorbed by the school meal account.

Staff

Staff members are allowed to purchase food from the District’s food services. However, all purchases must be paid for at the point of sale. Staff members are not allowed to charge meals to be repaid later.

All District personnel with responsibilities under this policy will be trained in the provisions of this policy and the requirements of Education Law Section 908 on an annual basis.

To view all the district's policies...

- Visit www.horseheadsdistrict.com.
- Click on 'Board of Education' near the top of the page. If you're viewing the site from a smart phone, click on Menu at the bottom left, then Main Menu.
- When the Board of Education site opens, look for the More Information box. Click on 'Board Documents (agendas, minutes, policies, etc.)'

Questions? Email hcsdinfo@horseheadsdistrict.com or call (607) 739-5601, x4201.

Homeless Students/Students in Temporary Housing Notice

Children and youth in temporary housing have the right to:

- Stay in the same school and get free transportation even if it is across district lines
- Immediately enroll in school without records (school, medical, or vaccination records, proof of residency)
- Get special education services immediately if the student has a current Individualized Education Plan (IEP)
- Participate fully in any school activities, including before- or after-school activities
- Get support services and help with things like school supplies through Title I
- Get free school meals without filling out an application
- Get help enrolling in Pre-K, Head Start, other preschool programs, and Early Intervention
- Get help applying for financial aid for college if the student is an unaccompanied youth

For assistance, please contact the Director of Student Services at (607) 739-5601, x4300.



Office of Children and Family Services

To report child abuse or neglect, call toll free

1-800-342-3720 or
ocfs.ny.gov/main/cps

Please send us information

If you live in the district and have a young child, share your child's information with us so that we can contact you when your child is eligible for pre-kindergarten and kindergarten.

Please send your child's name, birthdate, parent(s)' name(s), address, and phone number to hcsdinfo@horseheadsdistrict.com.

Questions? E-mail us or call 739-5601, x4251.

Reminder to parents...

If you move within the district, we require two proofs of residency when you submit the address change. We accept the following:

- Bank contract or mortgage agreement with name and address showing home purchase
- Signed rent or lease agreement with landlord's name, address, and telephone number, or DSS processed landlord statement
- Most recent utility bill (electric, phone, etc)
- Receipt for gas/electric/phone service
- Driver's license or state ID card with picture showing current district address
- Currently active bank account/checkbook statement with name and address imprinted
- Payroll stub with address

Questions? Call 739-5601, x4251.

Child Find Notice

Notice is hereby given to all district residents with children between birth and age 21: If your child is disabled or you suspect s/he may be disabled, you may be entitled to special education and related services without cost to you.

Please contact the Student Services Office at 739-5601, x4301, to register your child or to obtain further information.

This notice is in compliance with IDEA Child Find requirements, Educational Law 4402 (1) (a).

Learn more about the district...

- Visit www.horseheadsdistrict.com
- Like us on Facebook - district and our schools
- Follow us on Twitter: *HbdsSchools*
- Follow us on Instagram: *hbdsschools*

First days of school...



School begins September 4 for grades PreK-9, and September 5 for grades 10-12.

Events

- September 3 Gardner Road PreK/K/1 Meet and Greet, 11am; Ridge Road Pre-K/K Sneak Preview, 2:30pm; Center Street Open House, 4:30pm
- September 4 First Day of School, grades PreK-9; High School Freshman First Day
- September 5 First Day of School, grades 10-12; Beginner Strings Night, Intermediate School Cafeteria, 5:30pm; Ridge Road PTO, 6:30pm
- September 6 Gardner Road Back to School BBQ, 4-6pm
Beginner Band Night, 5:30pm, Intermediate School Cafeteria
- September 9-13 Center Street Book Fair
- September 10 Intermediate School Open House, 6:30pm; Center Street PTO, 6:30pm
- September 10-11 High School Pictures
- September 12 Middle School PTO, 5:30pm; Middle School Open House, 6:30pm
- September 13 Gardner Road Picture Day
- September 16-20 Ridge Road Book Fair; High School Spirit Week
- September 17 High School Parent Advisory Council, 4pm; Gardner Road Principal Chat, 5:30pm; Gardner Road PTO, 6pm; Big Flats PTO, 6pm; Ridge Road Open House, 6:30pm; Intermediate School PTO, 6:30pm
- September 19 Center Street Picture Day; Board of Education, 6pm, Intermediate School
- September 20 Raider Day; Middle School Picture Day
- September 21 High School Homecoming Game, 1:30pm; High School Homecoming Dance, 7pm, Middle School
- September 24 Big Flats Open House, 6:30pm
- September 25 Intermediate School Ice Cream Social, 6:30pm
- September 26 Gardner Road Open House, 6:30pm
- September 26-30 Intermediate School Fall Book Fair
- September 27 Intermediate School Picture Day; Ridge Road Fall Festival, 6-8pm
- September 28 Ridge Road Fun Run, 9am

Horseheads Central School District
One Raider Lane • Horseheads, NY 14845
(607) 739-5601, x4295

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Superintendent

Dr. Thomas J. Douglas

Contact

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