

# HORSEHEADS HIGH SCHOOL

## “NOTES”



Volume 40 Number 1

Summer 2017

### High School Phone Number: 739-5601

Ext. 1600 Karen Donahue  
Ext. 1602 Dan Buseck  
Ext. 1603 Mike McCawley  
Ext. 1618 Kris Earl

Ext. 1608 Main Office  
Ext. 1612 Attendance Office  
Ext. 1630 Guidance Office  
Ext. 1622 Nurse's Office

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### FRESHMEN FIRST DAY

In an effort to make a smooth transition from Middle School to High School the entire first day of high school will be dedicated to incoming freshman. On Wednesday, September 6<sup>th</sup>, Horseheads High School will be conducting Freshman First Day. **On September 6<sup>th</sup> only incoming freshman and new students will have to attend school from 7:50-3:02.**

On this day students will receive important information about the layout of the building and the location of key classrooms and offices. Students will tour the building with the help of student guides and explore the various clubs and activity groups that they can become part of at Horseheads High School. Freshmen will also meet with guidance counselors who will share important information on graduation requirements, scheduling, and school procedures and they will follow an abbreviated class schedule before being dismissed at 3:02 p.m. Freshmen will receive an informational letter in the mail at the end of August.

The administration and staff at Horseheads High School are very excited about having the opportunity to spend a day with our new students.

### 2017 MARK TWAIN SCHOLARS

The following students represented the top 5% of the Class of 2017 and were honored at the Elmira College Campus Center at the Annual Scholastic Achievement Dinner. The top 5% of the students who graduated from our local public and private high schools this past June were honored as "Mark Twain Scholars". Congratulations to: **Rachel Brennen, Erik Brown, Christopher Coble, Bruce Eskesen, Henry Farr, Peter Grella, Mia Hanson, Nicholas Juan, Samuel Kuhnel, Marah McCauley, Jacob Orban, James Parker, Kenneth Peterson, Juliana Rich, Sarah Wagner, Olivia Whitmarsh, and Jiaxiong Xu.**

Great job!

## **2017-2018 HOMEROOM ASSIGNMENTS**

REMINDER: Each grade level has their own homeroom hallway that will remain the same each year. Each year students will receive a new homeroom assignment to stay in the appropriate grade level hallway.

### **9<sup>th</sup> Grade Homeroom Assignments**

HR 200	Adams - Beam
HR 201	Beckwith - Brown
HR 204	Browning - Clark
HR 207	Clemmer – Crossett
HR 210	Crossland - Dunn
HR 211	Duryea - Foster
HR 213	French - Greeno
HR 215	Grove - Horvat
HR 216	Howard - Kimber
HR 217	King - Levey
HR 218	Lewis - McCreary
HR 219	McGarry - Naida
HR 221	Nemier - Patel
HR 222	Paul - Rawcliffe
HR 223	Reasons - Satterlee
HR 224	Savin - Stehm
HR 226	Sticker – Tribe Filhart
HR 227	Trinkle – White
HR 230	Whitney – Zisk

### **10<sup>th</sup> Grade Homeroom Assignments**

HR 254	Aepelbacher - Bowman
HR 256	Brant - Campbell
HR 258	Cantando – Cornish
HR 261	Coss – Davis
HR 262	Decker - Elston
HR 263	Evans - Grover
HR 265	Haflett - Houp
HR 266	Houper - Kladias
HR 268	Klossner - Lingenfelter
HR 269	Littrell - Miller
HR 270	Millspaugh - Novitsky
HR 271	O’Connell - Pint
HR 272	Piper - Rought
HR 273	Rucker - Snyder
HR 274	Sovik - Tenny
HR 276	Terlaje - Wandell
HR 280	Washburn - Zoubi

### **11<sup>th</sup> Grade Homeroom Assignments**

HR 100	Achterberg - Beck
HR 101	Bennett - Church
HR 102	Clarke - Decker
HR 105	DeGraw - Feyling
HR 107	Fidurko - Grove
HR 108	Ha - Huss
HR 109	Huten – Kim
HR 111	Kimbell - Limoncelli
HR 112	Lively - Meyer
HR 113	Miller - Palumbo
HR 114	Parker - Prior
HR 115	Procopio - Ryan
HR 117	Saif - Swartout
HR 118	Swartz - West
HR 120	Wheeler - Zuke

### **12<sup>th</sup> Grade Homeroom Assignments**

HR 150	Abernathy – Berich
HR 151	Bettinger - Campbell
HR 153	Card - Cooper
HR 154	Cox - Earley
HR 155	Earnest - Gabrielson
HR 156	Gaul - Hall
HR 157	Hansen - Hubbard
HR 159	Hyde - Kisbaugh
HR 160	Knapp - Luciano
HR 161	Luden - Miller
HR 162	Moag - Parker
HR 163	Patel - Ransom
HR 164	Rathbun - Sexton
HR 165	Simpson - Storm
HR 168	Strollo - Vaughn
HR 172	Viele – Zhang

## **GRADE 9 – CLASS OF 2021** **GUIDANCE COUNSELOR ASSIGNMENTS**

Jacob Adams – Matthew Cowen .....
Anika Cragle – Aiden Hoaglin.....
Lindsay Holden – Katelynn Mitstifer.....
Roselyn Monks – Trenton Scott.....
Zoie Sedlak – Amelia Zisk.....

Mrs. Thomas
Mr. Eberhard
Mrs. Jewell
Mrs. Cook
Mr. Beckwith

## **ATTENDANCE REMINDER FOR PARENTS**

Any student absence, late arrival, or early departure from the High School requires a written and signed explanation from the parent/guardian indicating the date of the absence. As always, parents are urged to make appointments for their students with physicians, dentists, etc. after school hours. When a request for dismissal during the school day is necessary, please submit it in advance and in writing (with a parent/guardian signature) to the Attendance Office. The note should state the date, time, and reason for release. Notices or appointment cards from doctor's offices will not be accepted unless the parent has added their own signature.

Dismissal via telephone will only be done in emergency situations and must be approved by the Principal. Your cooperation is greatly appreciated.

## **PARENT ORGANIZATION**

Horseheads High School would like to invite you to join our Parent Advisory Council. This is an informal group that meets with High School Principal Karen Donahue once a month. The 2017-2018 meeting dates are as follows: **September 19<sup>th</sup>, October 10<sup>th</sup>, November 21<sup>st</sup>, December 12<sup>th</sup>, January 16<sup>th</sup>, February 13<sup>th</sup>, March 13<sup>th</sup>, April 10<sup>th</sup>, May 15<sup>th</sup>, No June Meeting.** The meetings will be held in the cafeteria at 9:00 a.m. (Sign in first at the Main Office.) We encourage all to attend.

## **PICTURE DAY**

On **September 13<sup>th</sup> and 14<sup>th</sup>** all freshmen, sophomores, and juniors will have their picture taken during the day by Lifetouch Photographers. You will receive information from the company with ordering details. Photographs will also be used on student ID's and in the yearbook. Students may be photographed on either day so please be prepared both days to have your picture taken.

## **SCHEDULE CHANGES**

Between June 30<sup>th</sup> and July 31<sup>st</sup> requests for course changes must go through a petition process (forms are available in the Guidance Office or on the High School website under Guidance Forms). **After July 31<sup>st</sup> no petitions to request a change will be made for semester one. Once school starts the deadline to request any second semester changes is January 15<sup>th</sup>.**

## **REMINDER TO PARENTS**

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

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

If you have any questions, please call Central Registrar, Karen Peters at 739-5601, x4251.

## **PARENTS' NIGHTS**

The High School will host two Parents' Night in the 2017-2018 school year: **Thursday, September 14, 2017 and Thursday, March 1, 2018**. The evening has been designed to provide parents the opportunity to follow the student schedule and to learn the expectations for each class from the teacher. You will follow your student's schedule period by period beginning at 7:00 p.m. and concluding at 8:45 p.m. Please mark your calendar and plan to attend this important orientation/expectation session.

Also, please be sure to attend our **Guidance Information Session** from 6:00 p.m. until 7:00 p.m. in the High School Auditorium.

## **STUDENT SCHEDULES**

Students will receive their class schedules for the 2017-2018 school year **in homeroom on the first day of school**. For the first day only an abbreviated homeroom period will be held prior to the period one class. In addition to receiving schedules, students will also receive an emergency form and lockers will be assigned. An important reminder to students and parents: **once classes begin each semester, there will be no changes**. Students will be expected to successfully challenge all course work selected with the assistance of their counselors this past spring.

## **SCHOOL ATTENDANCE AND INTENSIVE SCHEDULING**

Parents and guardians can do much to help the school maximize the educational gains from Intensive Scheduling by considering the following. Careful planning is essential to receive the maximum educational gain from intensive scheduling.

- Family vacations should be scheduled during school vacations. A student missing one day will have the effect of missing two days. Another look would show that a week's vacation would be equivalent to two weeks missed or 10% of the course.
- Medical appointments should be scheduled after school or during school vacations.
- Teachers issue class expectations at the beginning of each semester and parents should know and support classroom expectations and homework patterns.

## **REMINDER TO STUDENTS REGARDING THEFT**

In the past some students have suffered significant theft of personal items from corridor and gym lockers. Watches, items of clothing, money, cell phones--these items are particularly attractive to students who steal from other students. We strongly discourage all students from bringing any valuable items to school. Administration and staff are not liable for theft of any personal items. **BE SURE YOUR HALL LOCKER AND GYM LOCKER ARE LOCKED AT ALL TIMES!** Do not share your locker combination with any other student. If your corridor locker or gym locker is broken, report it immediately so it can be repaired or a new locker can be assigned. **CAUTION BEFOREHAND IS MUCH MORE EFFECTIVE THAN FEELING SORRY AFTER A LOSS!**

## **YOUR STUDENTS' TEXTBOOKS**

During the first week of school your student will receive a textbook(s) in most of his/her classes. Each book has a number and is issued specifically to your child. When books are distributed in the classroom, teachers record the student's name, the number of the book assigned to him/her, and the condition of the book. At the end of the course - in January or June - your student is expected to return the same book in relatively the same condition. If that same book is not returned, your student will be fined an amount of money to help cover the cost of replacing the book.

Very often students report that their textbooks have been stolen or lost. We have a lost textbook area in the Main Office where students may check for lost books or folders. It is extremely important that the student hand in the same textbook he or she was issued. This prevents one student using another student's book at the end of the year to satisfy his/her responsibility. At the end of the school year, we charge students an amount of money for books that are not returned. There are still many students who owe fines for lost or damaged textbooks. Did your student receive a report card in July? If not, the reason may be that he/she has an outstanding fine for a book that was not returned. Please call the Main Office if you have any questions about outstanding books or if in going through your student's materials you find books belonging to the school. We appreciate your cooperation in helping to retrieve missing books.

### **NO CHILD LEFT BEHIND ACT**

Pursuant to the No Child Left Behind Act of 2001, school districts are required to release student information to military recruiters and institutions of higher learning. If you do not want information to be released regarding your student, you must send written notification to Karen Donahue, Principal, Horseheads High School, 401 Fletcher Street, Horseheads, New York 14845 **before November 1<sup>st</sup>**.

### **AUTOMATED CALLING SYSTEMS**

The High School has several calling systems that are used throughout the year. These automated calls include daily attendance calls, general information calls, and survey calls. Daily automated attendance calls inform parents/guardians of the periods during which their student was absent. These calls are of an informational nature and there is no need to return a call as long as the information is accurate. They do serve to inform parents/guardians of possible truancies from class. Please remember to monitor your student's attendance as there is an attendance requirement in place for course credit.

General information regarding your school community is also occasionally delivered via the automated calling system. The calling system may also be used as a survey tool to collect your input regarding various important school issues. Your feedback is important to us so we would appreciate it if you would take the time to assist us when you receive a survey call.

### **STUDENT PHOTO RELEASE**

Throughout the year the school district may photograph, videotape, and/or interview students for its publications or broadcasts which include both school and district newsletters and videos. Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues.

*Please note that the district and media may use the photos and videos taken at school events on their websites and on social media (Facebook, Twitter, Instagram, etc.). The district will still publish student pictures and images in school yearbooks.*

Please complete and return the following form **if you DO NOT wish your child to be photographed or videotaped for school publications or by the media.**

Child's Name \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**Return completed form to the Principal's Office at the Horseheads High School Main Office  
– 401 Fletcher Street, Horseheads, New York 14845.**

## **APPR OF TEACHERS AND PRINCIPALS**

The District is required to implement Annual Professional Performance Reviews (APPR) of most teachers and principals. The outcome of the APPR is that each teacher and principal subject to APPR this year will receive a composite evaluation score between 0 and 100. A score of 0-64 means that the teacher or principal is rated Ineffective, a score of 65-74 means that the teacher or principal is rated as Developing, a score of 75-90 means that the teacher or principal is Effective, and a score of 91-100 means that the teacher or principal is Highly Effective. You may request the final composite rating for the teachers and principals in the school building to which your child is assigned for the current school year by contacting the building principal of your child's school. Further, if you require additional explanation of the ratings for the teachers and principals, you may contact Megan Collins, Director of Human Resources, at 607-739-5601, x4211.

## **TEACHER QUALIFICATION**

Pursuant to the federal No Child Left Behind Act, parents and guardians have the right to request and receive information about the professional qualification of their children's classroom teachers. Parents wishing such information about their child(ren)'s classroom teachers should contact the building principal.

## **SPECIAL EDUCATION SERVICES**

Chapter 434 of the New York State Education Law requires school districts to notify parents or persons in parental relation of their rights regarding the referral and evaluation of their child for the purposes of special education services or programs. This information can be found on our district website ([www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)) or on the New York State Education Department website ([www.nysed.gov](http://www.nysed.gov)) in "A Parent's Guide to Special Education." If you have further questions, please contact Kim Williams, Director of Student Services, at 607-739-5601, x4300.

## **PARENTS' BILL OF RIGHTS RELATING TO STUDENT DATA**

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

1. A student's personally identifiable information will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for reviewing student records can be found in the Board Policy entitled "Student Records," Policy 5500, Regulation 5500-R;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to encryption, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at [www.nysed.gov](http://www.nysed.gov), or by writing to 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

## **EMERGENCY SCHOOL CLOSINGS/DELAYS INFORMATION**

Schools are closed when the weather makes it impossible to have reasonable attendance or when the schools or vehicles would not be able to operate safely. The school day is delayed when inclement weather conditions improve by early morning. Inclement weather may include

snow, ice, and freezing temperatures. If the school day is delayed, buses will run and schools will open two hours later than the usual time.

If it is necessary to close or delay schools, the information will be posted on the district's website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com), the district's Facebook pages and Twitter, and the following local television and radio stations and their affiliates: Radio: WNKI 106.1, WPGI 100.9, Magic FM 92.7/97.7, WGMM 98.7, WLVY 94.3, WELM 1410; TV: WENY, WETM, Time Warner Cable News. These television and radio stations also put closing/delay information on their websites. Please do not call the radio/TV stations or the district's Transportation Office.

Additionally, WETM TV has an automated system to e-mail and/or text closings and delays to those who have signed up for the service. Parents may sign up at the following link: <http://www.mytwintiers.com/sms>. Scroll down to "School and Business Closing Alerts."

Please note that, if schools are closed, they will remain closed all day for scheduled activities, including remedial programs, extra-curricular activities, use of facilities by non-school groups, and special evening programs. Please also note that when school is delayed, there is no supervision for students until schools open two hours later than the usual time so parents should not drop their children off at school until they open. Additionally, on school delays, there is no breakfast served.

If a storm develops after school begins, usual procedure is NOT to close school early. This allows time for highway crews to plow and sand the roads and has proved to be less disruptive and confusing than attempting to send students home early.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents and students over 18 years of age (referred to in the law as "eligible students") the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the building principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as

an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is as follows: Family Policy Compliance Office, US Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

## **HORSEHEADS CENTRAL SCHOOL DISTRICT** **CODE OF CONDUCT**

The following is a shortened version of the district's Code of Conduct, as required by New York State SAVE legislation of 2000. For a copy of the complete code, visit the district's web site at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com) or call 739-5601, x4201.

### **Introduction**

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

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

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

### **Student Rights**

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

1. Take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school rules and, when necessary, receive an explanation of those rules from school personnel.

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

All district students have the responsibility to:

1. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
2. Be familiar with and abide by all district policies, rules and regulations dealing with student conduct.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.



4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. React in a respectful, positive manner to direction given by teachers, administrators and other school personnel.
6. Work to develop mechanisms to control their anger.
7. Ask questions when they do not understand.
8. Seek help in solving problems that might lead to discipline.
9. Dress appropriately for school and school functions.
10. Accept responsibility for their actions.
11. Conduct themselves as representatives of the district when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
12. Uses District property, including district technology, according to established guidelines and rules.

### **Student Dress Code**

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

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

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments such as but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) or midriff baring and see-through garments that are offensive to others and disruptive are not appropriate.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats or other form of head covering during regular school hours except for a medical or religious purpose.
6. Not include items that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

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

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

### **Prohibited Student Conduct**

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

- A. Engage in conduct that is disorderly, insubordinate or disruptive. Examples of such conduct include, but are not limited to:
  1. Disrespect toward all staff.
  2. Failure to comply with the directions of a teacher, administrator or other school employee.
  3. Violation of the district's dress code.

4. Lateness for, missing or leaving school or class without permission from or an excuse given by a faculty member, staff member, or other authorized person.
  5. Any willful act which disrupts the normal operation of the school community.
  6. Disrupting the educational process.
  7. Interfering with the teacher's authority over the classroom.
  8. Issuing disruptive or harassing electronic communications ("cyberbullying"), even if the communication did not originate from the District or through District servers.
  9. Engaging in any act of discrimination or harassment as defined in this Code.
  10. Retaliating against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination.
- B. Engage in conduct that endangers the safety, morals and health and welfare of others.
1. Stealing, lying, cheating, plagiarism or other acts of dishonesty.
  2. Written, verbal, or physical intimidation.
  3. Fighting or causing physical harm to another.
  4. Using in either words, clothing, or signs, profane, lewd, vulgar, abusive language, words or messages (electronic or otherwise) which may incite or offend another person.
  5. Vandalizes school property or the property of a student or staff member.
  6. Violates the civil rights of another student.
  7. Engaging in acts of harassment as defined in the district's Sexual Harassment Policy and Regulation, its Racial Harassment of Students Policy and Regulation, or its Dignity for all Students Act Policy and Regulation.
  8. Being under the influence of an alcoholic beverage, drinking an alcoholic beverage or being in possession of an alcoholic beverage on school property or at a school function. Alcoholic beverages shall mean and include alcohol, spirits, liquor, wine, beer, any type of "powdered alcohol," and cider having alcoholic content.
  9. The use, possession, sale or gift of any drug or controlled substance, including marijuana (including synthetic marijuana or cannabinoids) or any instruments for the use of such drugs or controlled substances such as a pipe, syringe, or other paraphernalia, while on school property or at a school function. Excepted is any drug taken in accordance with a current prescription signed by a physician which is to be taken by the particular student at the time in question. All medication must be administered through the school health office.
  10. Possession or use of a weapon on school property or at a school function.
  11. Falsely reporting an emergency or tampering with safety or security equipment.
  12. Selling, using or possessing obscene material.
  13. Use of tobacco products on school property or at a school function. Tobacco products shall include vapor pens (and any material used in vapor pens or similar devices), electronic cigarettes or any nicotine dispensing product, chewing tobacco, snuff, cigarettes, cigars, or loose tobacco.
  14. Acting as a violent pupil.
  15. Engaging in any act of discrimination or harassment as defined in this Code.
  16. Retaliating against any individual who, in good faith, reports or assists in the investigation of harassment, bullying and/or discrimination.

### **Reporting Violations**

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

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

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

The building principal or his or her designee must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school, including but not limited to incidents of harassment, bullying and/or discrimination which may constitute a crime, as soon as practical, but in no event later than the close of business the day the principal or his or her designee learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

### **Disciplinary Penalties, Procedure and Referrals**

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

#### **Penalties**

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

#### **Procedures**

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

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

#### **Discipline of Students with Disabilities**

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

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

#### **Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the district code of conduct. Students are not entitled to any sort of "Miranda-type" warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

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

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

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

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

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

### **Student Lockers, Desks and other School Storage Places and Consumables**

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

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

### **Police Involvement in Searches and Interrogations of Students**

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

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

### **Visitors to the Schools**

Since schools are a place of work and learning, certain limits must be set for visits by parents and other persons or agencies. The building principal or his or her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. The person or group wishing to visit a school must contact the principal of the school. The principal must give prior approval before the visit.
3. All visitors to the school must report to the office of the principal upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the principal's office before leaving the building.

4. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Any consumables (food, beverages, etc.) brought in by visitors are subject to search and/or inspection.

### **Public Conduct on School Property**

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

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

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

### **Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten to do so.
2. Intentionally damage or destroy school district property or the personal property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Obstruct the free movement of any person in any place to which this code applies.
8. Violate the traffic laws, parking regulations or other restrictions on vehicles;
9. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
10. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers (on active duty) or except as specifically authorized by the school district.
11. Loiter on or about school property.
12. Gamble on school property or at school functions.
13. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
14. Willfully incite others to commit any of the acts prohibited by this code.
15. Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.
16. Commit any willful act which disrupts the normal operation of the school community.

### **Penalties**

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

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 4 and 5. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **Enforcement**

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

The Board of Education will review this code of conduct every year and update it as necessary.

## **HORSEHEADS HIGH SCHOOL RULES & PROCEDURES**

### **ATTENDANCE:**

A major goal of the Horseheads High School Staff is to have the opportunity to educate you each day. You are unable to take full advantage of the programs available at Horseheads High School if you are not present in school. Regular attendance is a condition for successful completion of all your courses. Your teachers are responsible for an accurate record of daily attendance in classes.

### **HOMEWORK ASSIGNMENTS WHEN ABSENT:**

You should make arrangements ahead of time with another student in each of your classes to contact them for homework assignments when you are absent. If you will be absent for more than one day, you may contact the Main Office, by 9:00 a.m., and they will request homework assignments from your teachers. If you will be out for an extended illness under doctor's orders, you need to contact the Guidance Office to arrange for home instruction.

A class absence is defined as missing more than half of a class period.

The following action(s) will be taken for absences from a class:

**ACCUMULATED ABSENCES** will be monitored by administrators and school counselors for the purpose of determining the need for a parent/teacher/administrator conference.

**19 OR MORE ABSENCES: (37 for a two-semester class)** will result in loss of course credit. You will remain in the course and will not be dropped. A Superintendent's Hearing may also be held for the purpose of determining your educational future at Horseheads High School.

### **YOU ARE TRUANT IF YOU:**

Are absent or leave school at any time without the permission of school officials and parents.

#### **Class Truancy:**

Will result in parent notification by the teacher and consequences may include detention or School on Saturday. Repeat offenders will receive progressively more severe consequences.

#### **Full Day Truancy:**

Will result in disciplinary consequences and parent notification. All discipline is progressive in nature.

**TARDINESS:**

Being tardy is defined as arriving late to class without a pass. Tardiness may result in disciplinary consequences. All discipline is progressive in nature.

**LEAVING SCHOOL:**

The Board of Education has determined that Horseheads High School is a closed campus. If you must leave school, you should bring a written note from your parent/guardian to the Attendance Office as soon as you arrive to school. If an emergency arises during the day that necessitates that you must leave school, you must contact the Attendance Office before leaving. Dismissal via telephone will only be done in emergency situations and must be approved by the Principal. A student who leaves school property during any part of the day without permission may receive disciplinary consequences. All discipline is progressive in nature. Tests, quizzes, and other graded assignments missed for such truancies will result in a zero for that specific grade.

**WRITTEN EXCUSES FOR ABSENCES:**

If it is necessary for you to be absent for any reason, your parent or guardian is expected to call the attendance office during the first morning of your absence before 10:00 a.m. You must bring a written excuse to the Attendance Office when you return to school following any absence. This excuse must be signed by your parent or guardian and should include your full name, homeroom number, the date of absence, and the reason for the absence. Failure to bring an excuse for an absence means it is recorded as an illegal absence.

**TOBACCO:**

Federal and State Law prohibit the use of tobacco products at any time within any school building, on school buses or on school property. Tobacco products include electronic cigarettes (e-cigarette), personal vaporizer, or nicotine delivery system. Student use or possession of tobacco products is not only prohibited on school grounds before, during, and after school but also at any school related athletic event or extracurricular activity such as a school dance, play, concert, or school trip. Any student suspected of tobacco use may be searched for tobacco products and paraphernalia and all items will be confiscated and discarded. Violation will result in disciplinary consequences. All discipline is progressive in nature.

**POSSESSION OR USE OF A CONTROLLED SUBSTANCE:**

The health and safety of each person as well as the maintenance of a stable learning climate depends on the normal reactions of every person in a day-to-day situation. Any substance that affects your reactions or limits your ability to respond, threatens the stability of the school. Therefore, no student may be under the influence of, possess, use, or offer for sale any controlled substance including alcoholic beverages and drugs in the school or on its grounds. The possession of paraphernalia will result in disciplinary consequences as well. A complete investigation of all reported incidents with assistance from parents, school officials, and appropriate law enforcement agencies will be conducted and may result in a period of suspension from school.

Each individual found to be directly involved with a violation of the controlled substance policy will be suspended from school for five (5) school days.

During the five-day suspension a Superintendent's Hearing may be held for the purpose of reviewing the incident(s) and considering alternatives not available to the building principal such as alternative education placement, longer term suspensions, and exclusion from school.

**WEAPONS:**

In compliance with the Gun-Free Schools Act of 1994, possession of a weapon can result in a one-year suspension from school.

**HARASSMENT:**

As a school community, harassment in any form will not be tolerated. All suspected incidents should be reported to an Administrator or Guidance Counselor. Harassment may result in disciplinary consequences. All discipline is progressive in nature.

**INSUBORDINATION:**

Insubordination is a refusal on your part to comply with a reasonable request or to respond to such a reasonable request in a manner that mocks or degrades the individual in authority or the request itself. An incident of insubordination may result in disciplinary consequences. All discipline is progressive in nature.

**FOOD AND BEVERAGES/CAFETERIA CONDUCT:**

Food and beverages:

-Are not allowed in the auditorium.

-May not be ordered by students and delivered to the High School.

Any beverage that is brought into the High School from outside by a student is subject to testing.

Mature behavior is expected in the cafeteria at all times. You are expected to return your tray to the proper area immediately after you have finished your lunch. Causing a disruption or misbehaving in the cafeteria may result in disciplinary consequences. All discipline is progressive in nature.

**CARE OF PROPERTY:**

You are responsible for proper care of all items supplied by the school. If you disfigure furniture, break windows, or do other damage to school property or equipment including books, you will be required to pay for the damage. Violation may also result in disciplinary consequences. All discipline is progressive in nature.

**APPROPRIATE DRESS:**

Your manner of dress is primarily the responsibility of you and your parents. You are expected to maintain an appearance that is not offensive or distracting to other students and staff. Furthermore, clothing that may present a safety concern for students or staff is prohibited. If your manner of dress is such that it violates these standards, your parent will be notified and you will be sent home for a change of clothing. For your health and safety you must wear some type of footwear in the building at all times.

**BICYCLES, ROLLER BLADES & SKATEBOARDS:**

Bicycles and roller blades are not permitted in the building at any time. Skateboards are not permitted on school grounds.

**ELECTRONIC DEVICES:**

Electronic devices, including but not limited to, cell phones, smart phones, ipods, mp3 players walkmans, and earphones may be used before and after school, between periods, and during the student's lunch/activity period. These devices are not permitted to be used or visible during instructional periods except at the direction of the classroom teacher. Use is prohibited in the Main Office, Guidance Office, Attendance Office, Library, and Computer Labs. Teachers who hear or observe such devices being used in the classroom will collect and turn the device in to the Main Office at the end of the class period and may initiate a conduct referral. A parent or guardian will be required to pick up the device. Repeated violations of this procedure may result in additional consequences.

**VIOLATION OF POLICIES:**

Violation of Policies may result in one or more of the following actions:

**P.M. DETENTION:**

Detention is held on Tuesdays and Thursdays after school from 3:15 until 4:00 p.m. You are to bring books to study during this time.

**LUNCH/ACTIVITY DETENTION:**

Lunch/Activity detention is held every day during periods 5, 6, 7, and 8. You are to bring books to study during this time.



**SCHOOL ON SATURDAY (SOS):**

You may be assigned to SOS as a result of serious infractions of the school rules or repeated instances of violation of school rules. SOS begins at 8:15am and ends at 11:45am. You are expected to bring books to study during this time. It is expected that you will make the necessary positive changes in behavior. If the negative behavior continues, an out-of-school suspension may result.

**OUT-OF-SCHOOL SUSPENSION:**

For severe or repeated violations of any school rules, you may be suspended out-of-school for a period of up to five (5) school days. Parents will be notified of each instance of out-of-school suspension and a readmittance conference with your administrator will occur before you return to your classes.

**ADDITIONAL INFORMATION:****GRADING:**

Reporting of student performance in all subjects will occur four times per semester by report card.

**PETITION FOR SCHEDULE CHANGES:**

Student initiated change petitions must be made by July 31<sup>st</sup> for first semester and by the last day of first semester for second semester. Careful consideration of course selection is necessary. If problems arise, you need to work together with the teacher and counselor towards a resolution.

**ID CARDS:**

Each student is issued an ID card at the beginning of each school year. You must have your student ID card to purchase lunch in the cafeteria and to check books out of the Library. Students may purchase a replacement ID card in the Attendance Office for \$2.

**LOCKERS:**

Freshmen will be assigned an individual locker for your coats, books, and possessions. Upperclassmen may request a locker through their homeroom teacher or the Attendance Office. You are encouraged not to leave valuables in your school locker or gym locker during the school day. If for some reason you have items of value, you may bring them to the Main Office for storage in the school safe. All school lockers are the property of the school. Your locker may be subjected to inspection.

**STUDENT PARKING:**

Juniors and Seniors who want to drive to school must submit the proper information to obtain a parking sticker. Stickers will be valid for the entire 2017-2018 school year and there is no cost. Parking stickers can be picked up in the Main Office beginning AUGUST 14, 2017. Please be prepared to present a valid driver's license and car registration when applying for a sticker.

Juniors receive red stickers and will park in the Student Parking Lot at the corners of Grand Central, Center and Fletcher Street or at the Athletic Field House outside parking area, not inside the gated area. Seniors receive black stickers and will park in the Junior Parking Lot or park in the rear of the high school (Senior lot) behind the link and science wing, but NOT behind the library! Behind the library is Staff Parking ONLY! Students are not permitted to park in staff, reserved, or visitor designated areas. This includes during Regents testing. Once student parking areas are full, your only other choice is to park on the street. Parking is based on a first come-first served basis. Students must park in designated parking spaces only. All road markings must be followed when traveling throughout the high school campus. All cars are subject to search at any time while on school property.

There will be more stickers distributed than there are parking spots. Therefore, if there are no open parking spots in your designated area you will be expected to park off campus. Students must receive permission from an administrator to go to their car during the course of the school day.

One sticker is assigned per student. Stickers are to be placed on the driver side of the rear passenger window (not the rear window). Parking privileges are non-transferable and can be suspended and/or revoked at any time.

## **CONSEQUENCES**

Illegal Parking: Parking violations will most often result in losing parking privileges for a designated amount of time.

Inappropriate Behavior: Parking privileges may be revoked for any inappropriate behaviors which may include, but are not limited, to the following: loud music, squealing of tires, speeding, leaving school without permission (no green card), transporting students without permission, reckless driving on/about school grounds.

High School administration will be responsible for enforcement of these regulations.

## **SERVICES:**

Your school provides a number of services during the school day. You are encouraged to take full advantage of these services when needed.

*Computer Labs*

*Guidance and Counseling Services*

*Health Services*

*Library Facilities*

## **VISITORS:**

Students are not allowed to have visitors in the school during instructional time.

## **ACADEMIC HONESTY CODE:**

HHS expects all students to demonstrate honesty and to abide by ethical standards in preparing and presenting materials as well as in testing situations. Grades should reflect the student's own work in the fairest possible way. Academic dishonesty, cheating, or plagiarism involves any attempt of a student to substitute the product of another, in whole or in part, as his or her own work. It also includes theft, possession, or unauthorized use of any answer key or model answers.

### **Cheating**

Cheating includes but is not necessarily limited to:

#### **Copying/Sharing Assignments**

- Copying or giving an assignment to a student to be copied, unless specifically permitted or required by the teacher.

#### **Plagiarism\***

- Submission of any work that is not the student's own.
- Submission or use of falsified data or records,

\*Plagiarism is the act of appropriating the literary composition of another, or parts or passages of his writings, or the ideas or language of the same, and passing them off as the product of one's own mind. It involves "the use of any outside source without proper acknowledgement." In the academic setting, an "outside source" includes "any work, published or unpublished, by a person other than the student."

### **Cheating on Exams or on Major Projects**

Use of unauthorized material including, but not limited to, textbooks, notes, calculators, computer programs, cell phones, text messages, or built-in cameras during an examination or on a major project

Supplying or communicating in any way unauthorized material including, but not limited to, textbooks, notes, calculators, or computer programs during an examination or on a major project.

### **Forgery/Stealing**

- Unauthorized access to an exam or answers to exam
- Use of an alternate, stand-in or proxy during an examination
- Alteration of computer and/or gradebook records or forgery of signatures for the purpose of academic advantage

- Sabotaging or destroying the work of others
- Forging parental signatures on school forms and notes

**You Are Cheating If You, (includes but is not limited to):**

- Copy, fax, duplicate, or transmit, using any technology, assignments that will be turned in as original work.
- Exchange assignments by printout, disk transfer, modem, or other electronic or recorded means, then submit it as original work.
- Write formulas, codes, key words on your person or objects for use in a test.
- Use hidden reference sheets during a test.
- Use programmed material in watches, calculators, computer programs, cell phones, text messages or built in cameras when prohibited.
- Exchange answers with others (either give or receive answers).
- Submit someone else's assignments as your own, in whole or in part.
- Submit material (written or designed by someone else) without giving the author/artist name and/ or source (e.g., plagiarizing or submitting work done by family, friends, or tutors).
- Take credit for group work when little contribution was made.
- Do not follow additional specific guidelines on cheating as established by a department, class or teacher.
- Steal tests, answers, or materials, or have unauthorized possession of such materials.
- Sabotage or destroy the work of others.

**HORSEHEADS CENTRAL SCHOOL DISTRICT INTERNET ACCEPTABLE USE POLICY:**

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

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

The Horseheads Central School District Board of Education considers network and Internet use to be a privilege not a right and that use entails responsibility. Staff Internet use is currently available via individual accounts. Student Internet use is currently available via individual accounts in grades 5 – 12 and shared class accounts in grades K – 4. CIPA compliant Internet filtering software will not eliminate the requirement to act responsibly. All District users have a responsibility to use the network in an appropriate and responsible manner following the rules set forth in this policy.

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

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

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

**HORSEHEADS CENTRAL SCHOOL DISTRICT ACCEPTABLE USE POLICY – REGULATIONS:**

All uses of the network and Internet must be in support of education and consistent with the purposes of the Horseheads Central School District.

All users will adhere to the following rules:

- Staff and students must keep their password confidential and use only their own password.
- Staff and students will only use the system for lawful, educational, and ethical purposes.
- Staff and students will understand and follow the rules of computer etiquette. Examples would

include avoiding using inflammatory E-mail, avoiding vulgar or obscene language, making ethnic or racial slurs, acting in any manner that is perceived as harassment or remaining on-line for extended periods of time.

- Staff and students will only access material that is related to educational expectations and refrain from profane or obscene material, any that advocates illegal acts, or that advocates violence or discrimination toward other people. If you mistakenly access inappropriate information, you must immediately tell your teacher, supervisor, or the District Technology Coordinator. This will protect you against a claim that you have intentionally violated this policy.
- Staff and students will obtain the owner's permission before changing any electronic files.
- Staff and students will not plagiarize (see building guidelines).
- Staff and students will use their account for educationally related purposes only. This means you must refrain from offering, providing, or purchasing non-educational products or services during the normal work day or school day.
- Students will download files only with permission from a supervising teacher.

### **EMOTIONAL HEALTH SCREENINGS**

It is important to regularly check on your child's emotional health. A child who does not feel well emotionally can become physically sick and physical illness can affect emotional health. In any event, it is more difficult for a child, who does not feel well, to be interested in going to school or succeeding in school. When emotional health concerns are dealt with early, we can help young people get the most out of their education and lead happy, productive lives.

#### **Good emotional health leads to:**

Good Relationships  
Good Decisions  
Ability to deal with life's challenges  
Interest in school  
Improved physical health

#### **Emotional Health Issue can affect:**

School Performance  
Physical Health  
Personal Relationships  
Actions toward others

Completing an emotional health screening is a simple effective way to look at a child's emotional development. To participate in the screening, complete a consent form and the emotional health screening for your child. Forms are available on the school district website at <http://www.horseheadsdistrict.com/emotionalhealthscreening.cfm>. Completed forms should be sent to Family Services of Chemung County, 1019 East Water St., Elmira, NY, 14901, ATTN: Marilyn Cristofaro. For additional information contact: Marilyn Cristofaro, Community Mental Health Program Coordinator, at Family Services of Chemung County, 607-733-5696.



**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](http://ocfs.ny.gov/main/cps)**



Career Development Council

## **VOLUNTEERS NEEDED FOR SCHOOL CAREER EVENTS**

The school district has many career related events including career days, career panels, job shadows, classroom speakers, field trips, and mock interviews. **We are always looking for volunteers** for these events. We are looking for parents, grandparents, other adult family members and friends as well as community volunteers in every career field. If you feel your career is not of interest or you are currently at home, you may still contribute through mock interviews and other fun classroom events. Most events are only an hour or two on a given day, yet your experience and career knowledge can deeply influence a child's life, career goals, and future educational path.

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

## **FREE AND REDUCED LUNCH**

Children need healthy meals to learn. Horseheads CSD offers healthy meals every school day. Breakfast costs \$1.25; Lunch costs \$2.10 Grades K-6; \$2.35 Grades 7-12. Your children may qualify for free meals or for reduced price meals. Reduced price is \$0.25 for breakfast and \$0.25 for lunch.

We are pleased to inform you that Broad Horizon School in the Horseheads CSD will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2017-2018.

**What does this mean for your child(ren) attending the school(s) identified above?** All students enrolled at Broad Horizon School are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2017-2018 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

**What if I have students in the other schools in Horseheads district?** Please fill out the Free & Reduced application. Be sure your application lists ALL students and household members, regardless of grade.

**DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete so be sure to fill out all required information. Return the completed application to: Suzanne Blunt, Food Service Office, 950 Sing Sing Road, Horseheads, NY 14845.

- **WHO CAN GET FREE MEALS?** All children in households receiving benefits from SNAP, the Food Distribution Program on Indian Reservations or TANF, can get free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines.
- **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.
- **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail Kim Williams at 607-739-5601, ext. 4311, [kwilliam@horseheadsdistrict.com](mailto:kwilliam@horseheadsdistrict.com) to see if they qualify.
- **WHO CAN GET REDUCED PRICE MEALS?** Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown on this application.

- **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at 607-739-5601, ext. 3671 if you have questions.
- **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
- **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
- **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: Dr. Thomas Douglas, Superintendent of Schools, Horseheads CSD, 607-739-5601.
- **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
- **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
- **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
- **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
- **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for SNAP or other assistance benefits, contact your local assistance office or call 1-800-342-3009.

**2017-2018 INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 22,311	\$ 1,860	\$ 930	\$ 859	\$ 430
2	\$ 30,044	\$ 2,504	\$ 1,252	\$ 1,156	\$ 578
3	\$ 37,777	\$ 3,149	\$ 1,575	\$ 1,453	\$ 727
4	\$ 45,510	\$ 3,793	\$ 1,897	\$ 1,751	\$ 876
5	\$ 53,243	\$ 4,437	\$ 2,219	\$ 2,048	\$ 1,024
6	\$ 60,976	\$ 5,082	\$ 2,541	\$ 2,346	\$ 1,173
7	\$ 68,709	\$ 5,726	\$ 2,863	\$ 2,643	\$ 1,322
8	\$ 76,442	\$ 6,371	\$ 3,186	\$ 2,941	\$ 1,471
*Each additional person add	\$ 7,733	\$ 645	\$ 323	\$ 298	\$ 149

**How to Apply:** To get free or reduced price meals for your children carefully complete one application for your household and return it to the designated office. If you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF) for any children, or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. An application that is not complete cannot be approved. Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year. You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

**Nondiscrimination Statement:**

This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.



To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities. Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

When filling out the application form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income.

This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household.

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

**Examples of gross income are:**

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:  
Suzanne Blunt, Food Service Manager  
607-739-5601, ext.3671

Joseph Kilmer  
Regional Food Service Director

# THE BIG

# 5

- **BE HONEST.**
- **SHOW UP ON TIME.**
- **BE READY FOR WORK.**
- **BE WILLING TO LEARN.**
- **MAINTAIN A GOOD ATTITUDE.**

## THE BIG FIVE

In 2008 CSS Workforce NY and the Chemung County Chamber of Commerce's Business Education Roundtable successfully launched The Big Five campaign. Thousands of posters and bookmarks were distributed across Chemung, Schuyler, and Steuben Counties championing five foundational concepts of workforce readiness:

- Be honest
- Show up on time every day
- Be ready for work
- Be willing to learn
- Maintain a good attitude

Though many things have changed since 2008, these basic values are still relevant today. CSS Workforce NY, GST BOCES, and the Chamber's Business Education Roundtable have teamed up to bring Education and Business together to revitalize this initiative and introduce it to a new generation of students and employees.

## CALENDAR REMINDERS

Wednesday, September 6, 2017	Freshman First Day - Grade 9 Students Only
Thursday, September 7, 2017	First Day of School - All Students in Grades 9 - 12
Thursday, September 14, 2017	Parents Night - 7:00pm
Monday, October 9, 2017	Columbus Day – NO SCHOOL

- ✓ Facebook: The district & each of our seven schools have pages. “Like” them to see our information in your news feed
- ✓ Twitter: Follow us on Twitter at @HhdsSchools to read our tweets
- ✓ Follow us on Instagram at hhdsschools
- ✓ Visit our district website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com).
- ✓ Questions about our website or social media? E-mail [hcsdinfo@horseheadsdistrict.com](mailto:hcsdinfo@horseheadsdistrict.com)

*The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to Megan Collins, Title IX/DASA Coordinator and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.*

The Dignity Act Coordinator (DAC) for Horseheads High School is Mike McCawley. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mr. McCawley 739-5601, ext. 1603. The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins and she may be reached at One Raider Lane, Horseheads, NY 14845, 607-739-5601, x4211.