



Horseheads Middle School

2017 Summer Newsletter

August 2017

Middle School Calendar

Wednesday, 8/30

Schedule Distribution & Self-Guided Tour

Wednesday, 9/6

First Day of Middle School
7:45 am - 3:05 pm

Thursday, 9/14

PTO Three Screen Character Assembly 8:00 am

Wednesday, 9/27

PTO Meeting in the Library
5:30 pm - 6:30 pm

Open House 6:30 pm - 8:00 pm

Friday, 9/29

Picture Day 7:50 am - 2:30 pm

Tuesday, 10/3

Grade 8 Panoramic Photo at
2:40 pm in the Gym

It is hard to believe the summer is coming to an end and the beginning of a new school year is just around the corner. This edition of the newsletter provides important information about our school and district. We hope you take the time to read the entire newsletter and encourage you to call us with any questions.

Horseheads Middle School operates within the framework and fundamental characteristics of our **Raider Way**, **THINK** and **Growth Mindset** programs. Last year we also introduced students and staff to the **FISH Philosophy**, which includes the four simple principles of **Make Their Day, Choose Your Attitude, Be There and Play**.

The **Raider Way** program guides students as they develop into trustworthy, respectful, responsible, fair and caring citizens. In addition to the **Raider Way**, we also ask students to **THINK** before interacting with peers and staff. **THINK** requires students to ask themselves if their written and spoken communication is **True, Helpful, Inspiring, Necessary** and **Kind**. Working within the framework of

the **Raider Way and THINK**, we are committed to providing an excellent education for all students within a nurturing environment. The educational demands on our students continue to increase as we prepare them for careers and college. Through rigorous and relevant instruction, we provide the learning opportunities necessary for success in middle school, high school and life beyond graduation.

We encourage all students to develop a **Growth Mindset**. By having a **Growth Mindset**, students can develop the grit necessary to persevere through challenging tasks and view failure as an opportunity for learning.

Student success increases when schools and families work together. Therefore, please contact us with any questions, concerns, or suggestions as we work together to provide valuable learning opportunities for our students.

Horseheads Middle School:

607-739-6357

Schedule Distribution and Self-Guided Tour

All students may pick up their tentative schedule and locker assignment beginning Wednesday, August 30st. Administrators and Guidance Counselors will be available from 10:00-11:00 am or 6:00-7:00 pm to answer your questions. We also invite students and their parents to take a self-guided tour of our building.

Middle School Open House

Thursday, September 27, is our first Open House from **6:30 to 8:00 PM**. This is an open format where you can meet our teachers, tour our school and learn about various opportunities for our students and parents. Teachers will also provide a handout describing their course expectations and procedures, as well as a general overview of the material students will learn.

Middle School General Supply List

Middle School General Supply List

One green three-ring binder for Language Arts (1" or 1.5")

One red three-ring binder for Math (1" or 1.5")

One black three-ring binder for Social Studies (1" or 1.5")

One blue three-ring binder for Science (1" or 1.5")

One three-ring binder for Foreign Language (1.5" or 2")

Composition Notebook

Folders with Pockets

Loose leaf paper

Pens/Pencils/Highlighter(s)

3x5 Index Cards (ruled on one side)

USB Drive

Ear Buds or Head Phones



Health Office Information

The health office is available for students who are not feeling well. Any accidents must be reported to the nurse immediately. If it becomes necessary for a student to take any form of medication at school, a written physician's prescription and written parental consent are necessary. Medication must be brought to the health office in the original container. Medication will be kept and dispensed through the health office except when given special permission to self-carry.

Physicals are required for 7th grade students and new entrants to the district. New York State now requires all schools to request dental health certificates from parents at the same time we require a health certificate (in grades K, 2, 4, 7, and 10).

Physical Education

Changing Out:

All students are required to change out for each physical education class.

Changing out consists of changing from the clothes you wore to school into shorts or sweats and a t-shirt or sweat-shirt.

It is recommended that students have two sets of P.E. clothes so if they take a set home to wash, they will have another set in case the first set is forgotten.

Locker Room/Lockers:

All students are given the option to have a locker in the locker room.

If a student wants a locker, they need to bring in a combination lock.

It is not required for a student to have a locker but highly recommended.

Any questions or concerns can be brought to the physical education department.

Physical Education Medical Excuses

Students who are unable to participate in physical education class must obtain a written medical excuse from a physician. The medical excuse should indicate the nature of the injury, the expected length of the absence, and specific limitations. Please bring all medical excuses to the school nurse.

Medical excuses do not eliminate the need to participate in physical education class. Students will be provided with alternative assignments such as article reviews, physical fitness and health related PowerPoints, or the completion of a personal fitness log. The alternative assignments will be explained to the student by the student's physical education teacher.

Students must report to their assigned physical education class each meeting day for attendance and review of alternative assignments. After checking in with their teacher, students will be directed to the library where they are expected to work on their alternative assignments. The school nurse, physical education teachers and building principal can assist with questions related to medical excuses.



See Our Physical Education Website At: <http://horseheadspe.weebly.com/>

IMMUNIZATIONS

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

- ◆ Uninsured
- ◆ Under-insured (meaning that their health insurance does not cover the cost of vaccines)
- ◆ Enrolled in Medicaid, Medicaid Managed Care or Child Health Plus
- ◆ American Indians or Alaska natives
- ◆ Children with commercial health insurance that covers the cost of vaccines, even if the insurance includes a high deductible or co-pay, will need to be vaccinated by their health care provider.



The Chemung County Health Department will not be able to vaccinate these children. Please note that vaccinations are now by appointment only. If you have any questions, please contact the Health Department at 607-737-2028.

Picture Day

On **Friday, September 29**, student pictures will be taken. The pictures will be used for the yearbook and will be available for student purchase. There will be a choice of several packages. Information for ordering packages will be distributed to the students a week before pictures. Students do not need to purchase any pictures. A picture of your child will still be taken for the yearbook, even if you decide not to buy. Yearbooks will be sold separately online starting in February. **Please note that no yearbooks will be sold at school.** Absent students and those requesting re-takes will have their picture taken on Make-Up Day, which is **Friday, November 3**.



Grade 8 Panoramic Photo

On **Tuesday, October 3**, the **8th-grade students** will have their class picture taken at 2:40. The picture will be available for student purchase. Students are not required to purchase the picture.

Athletic Information

We are now using Family ID for sports registration. Family ID uses a secure platform that provides you with an easy, user-friendly way to register for our programs and helps us to be more efficient and environmentally responsible. This program is replacing the current paper process. You will no longer need to submit paper work to the nurse or athletic office. Everything will be completed online. In addition, once you register, the system keeps track of your information so you need only enter it once for multiple programs and student athletes.

The student-athlete's physical exam must be current within the past 12 months and signed by the physician. The physical report can be scanned and uploaded into the on-line registrations system.



Visit the District's Athletic Website for more information.

Website Link: <http://www.horseheadsdistrict.com/athletics.cfm>

Practice Sessions

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

Modified Fall Sports Meetings

Fall modified sports meetings will be held during our 10th period in September. Students should listen to announcements for the location of their meeting. Please note modified Cross Country and Football meetings were held in the spring, as these seasons begin before school opens.

STUDENT COUNCIL

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



Early Fall Clubs



HMS LIVE

HMS Live is our daily television show run by students and staff advisors. The show gives students the opportunity to learn basic broadcasting and reporting skills. It features daily announcements, interviews, sports and club reports and other special programming. Students will be invited to participate early in the fall. **Listen for announcements in September.**

AFTERNOON ANNOUNCERS

This group gives students the opportunity to learn basic radio broadcasting skills. Students involved will be responsible for our daily afternoon announcements. **Listen for announcements.**

WELCOME TO THE MIDDLE SCHOOL

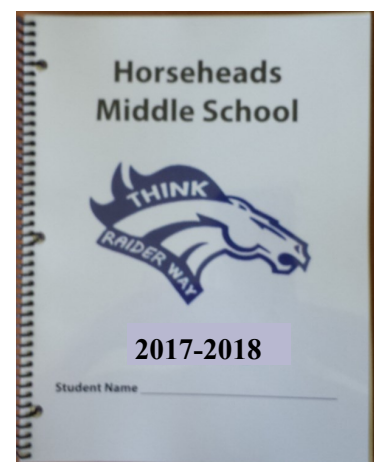
The Student Agenda Handbook is designed to serve as a guide for you while you are enrolled at Horseheads Middle School. The policies and procedures contained in the handbook will help you adjust to our school as you become a quality school citizen.

Our school is a learning community which requires the cooperation of all members to make it a pleasant and productive place. It is our belief that an effective learning environment begins with mutual respect and regard for others. Members of the Horseheads Middle School learning community are expected to learn and participate in *The Raider Way* and *THINK* character education programs.

STUDENT RESPONSIBILITIES

The Horseheads Middle School faculty and staff are committed to promoting academic, developmental, behavioral and social growth in our students. We encourage parents to help us achieve this goal by supporting our efforts. The responsibility for this growth does ultimately rest with each and every student. This is what we expect from a Horseheads Middle School student:

- ◆ Students are expected to come to school/class prepared, on time and ready to learn.
- ◆ Students are expected to complete all homework, class work and class projects to the best of their ability.
- ◆ Students are expected to know and understand school policies and procedures and accept the direction of teachers, school officials and others who have been assigned the responsibility to enforce them.
- ◆ Students are expected to practice good citizenship, particularly by respecting the rights, privileges and property of others.



At Horseheads Middle School a Student....

Is Trustworthy

Honesty: Tell the truth. Be sincere. Don't deceive, mislead, be devious or tricky. Don't betray a trust. Don't withhold important information in relationships of trust. Don't steal. Don't cheat.

Integrity: Stand up for your beliefs about right and wrong. Be your best self. Resist social pressures to do things you think are wrong. Show commitment, courage and self-discipline.

Promise Keeping: Keep your word.

Loyalty: Stand by, support and protect your family, friends, employers, community and country. Don't talk behind peoples' backs, spread rumors, or engage in harmful gossip. Don't violate other ethical principles to keep or win a friendship or gain approval. Don't ask a friend to do something wrong.

Treats People with Respect

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

Acts Responsible

Accountability: Think before you act. Be reliable. Be accountable. Accept responsibility for the consequences of your choices. Don't make excuses. Don't blame others for your mistakes or take credit for other's achievements. Set a good example for others.

Pursue Excellence: Do your best with what you have. Keep trying; don't quit or give up easily. Be diligent and industrious.

Self-Control: Exercise self-control. Be disciplined.

Is Fair & Just

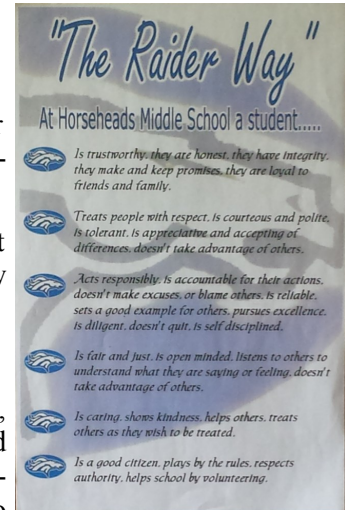
Fairness: Treat all people fairly. Be open-minded. Listen to others and try to understand what they are saying or feeling. Don't take unfair advantage of others' mistakes. Don't take more than your fair share.

Is Caring

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

Is a Good Citizen

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



This is The Raider Way. This is what makes a Horseheads Middle School student unique.

STUDENT PASSES

Students must use the passes provided in the student handbook whenever they are in the hallways during class periods. They are not required during normal passing times. Teachers may give pre-signed passes to students to visit the library, computer lab, or their classroom. Pre-signed passes are used when students require additional help, need to make up work from absences, or when assignments need to be completed.

TARDINESS

Being on time to class and prepared to work is very important. Students are to be in their seats and ready to work when the bell sounds. If a student is late to class without a pass, the teacher and student will discuss why. If the student is late to class a second time, the teacher will warn the student that if they are late again, they will be assigned a lunch detention. Two lunch detentions will be assigned after their sixth tardy.



CAFETERIA

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

EMERGENCY DRILLS

Drills are held at regular intervals throughout the school year. Students must listen and follow the directions given by their teacher or school official. Students will be trained throughout the year in building safety procedures.

ELECTRONIC DEVICES

Middle School students should not bring any unnecessary electronic device to school. It is very difficult to locate or identify them if they are lost or stolen. We recognize that many parents want their child to carry a cell phone. If brought to school, electronic devices must be powered down upon entering the building and may not be powered up until dismissal. If a student uses any electronic device, the following steps will be taken:

First Offense: The student can pick it up at the end of the day from an administrator.

Second Offense: The student can pick it up at the end of the day and an administrator will call home to notify the parent or guardian.

Third Offense: The student will be assigned a detention and the parent or guardian will need to pick it up from an administrator.

Exception: With permission from a school official, students may use their cell phone in the office to text or call their parent.

Note: Students should not use classroom telephones. Students may use the telephone in the main office with permission from a school official.



BOOK BAGS

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



HALLWAY

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

TEXTBOOKS

Textbooks are loaned to students for their use during the school year. Textbooks should be clean and handled carefully. Students may be required to pay for lost or damaged books.

LIBRARY

Students may use the library with an Express Pass or a pre-signed pass during study hall periods 1-9. Students should return library books by the due date. Students will be required to pay for lost or damaged books. Students wishing to borrow or return a library book may use the 10-minute pass during periods 1-10. Students needing to print can use the 10-minute print pass periods 1-10.

COMPUTER LABS 201/218

Students may use the computer lab during period 10 with a pre-signed pass.

HOMEWORK

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

REPORT CARDS

Parents will be informed of student progress in two ways. A Progress Report is sent home with each student at the five-week point of each marking period. A Report Card is sent home with each student at the end of the ten-week marking period. We also encourage parents to sign up for the Parent Portal, attend Open House or call the Guidance Office to schedule a team conference.

ALTERNATE DAY SCHEDULE

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

MIDDLE SCHOOL SCHEDULE

7:15	PARENT DROP OFF	
7:30	BUSES UNLOAD	
7:40	ROOMS OPEN	
7:45	TARDY BELL	
7:50 – 8:30	Period 1	11:30 -12:10 Period 6
8:34 – 9:14	Period 2	12:14 - 12:54 Period 7
9:18 – 9:58	Period 3	12:58 -1:38 Period 8
10:02 – 10:42	Period 4	1:42 -2:22 Period 9
10:46 – 11:26	Period 5	2:26 - 3:05 Period 10
	3:05/3:08	Dismissal

MARKING PERIOD DATES

09/27/17	Open House 6:30-8:00
10/06/17	Progress Report Period Ends
10/10/17	Progress Reports Issued
11/9/17	First Marking Period Ends
11/14/17	Report Cards Issued
12/15/17	Progress Report Period Ends
12/19/17	Progress Reports Issued
01/25/18	Second Marking Period Ends
01/29/18	Second Semester Begins
01/30/18	Report Cards Issued
02/15/18	Open House 6:30-8:00
03/02/18	Progress Report Period Ends
03/06/18	Progress Reports Issued
04/06/18	Third Marking Period Ends
04/10/18	Report Cards Issued
05/18/18	Progress Report Period Ends
05/22/18	Progress Reports Issued
06/21/18	Fourth Marking Period Ends

ATTENDANCE

The Building Principal is authorized to excuse, upon receipt of a written and signed explanation from the parent/guardian, an absence, late arrival or early departure from school for the following reasons:

1. Illness
2. Illness or death in the student's family
3. Serious, contagious, or epidemic disease in the household where the student resides
4. Doctor, dental or other medical professional appointments which cannot be arranged for any other time
5. Unsafe travel conditions
6. Required presence in court
7. Religious observance

Any other absence is considered unexcused. Each absence must be accounted for. It is essential that parents/guardians provide a written excuse for each absence. Such excuse should contain the reason and date of absence.

Students are responsible for completing all missed assignments resulting from an absence.

HOMEWORK REQUEST

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

LATE ENTRY/ EARLY DISMISSAL

Students who are late to school must report to the Main Office. The student should bring a written excuse. If it is necessary for a student to leave school early they must have written permission from a parent. Students must be picked up in the Main Office by a parent or guardian. If your child is being picked up from school during the day by an individual other than a parent or guardian, please notify the school in writing. If you are picking up your child at dismissal time, no note is required.

TRANSPORTATION



In an effort to improve student safety and traffic flow on Sing Sing Road and our parking lots, we are adjusting pick-up and drop-off locations this school year. We will be sharing information regarding the changes very soon.

The School District provides bus transportation for all students. Improper conduct may result in bus suspension and/or school consequences. Students cannot ride a bus home with their friends without special permission from the transportation department.

Walkers and Bikers Morning Routine

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

Walkers and Bikers Afternoon Routine

Students walking from school must have written parent permission on file. Walkers are dismissed at 3:05.



Changes to our pick-up and drop-off procedures will be communicated very soon!



PERMISSION TO WALK OR BIKE

Students who are walking or biking to and from school must have a note from a parent on file in the office. Students should not be walking or biking through adjacent private property as this is trespassing. The school is not responsible for stolen bicycles.

MIDDLE SCHOOL SAFETY AND SECURITY

Safety for our students, staff, and community is a top priority. All visitors to the school must be let in by the school's Main Office. Visitors must come to the main entrance and press a buzzer to alert the Main Office. Visitors will be able to communicate with the Main Office and state their purpose for being at the school.

Reporting Potential Safety Concerns

We provide a safe and confidential way for Middle School students or their parents to report threats of violence, suicide and any illegal activity that could harm students in our school. Information will go directly to the attention of Administration. Each report will be handled and confidentiality maintained. All students will be assigned a gaggle account. **Safety concerns can be sent to: a_safe_hms@gaggle.net**

Anonymous Tip Line

The Horseheads Central School District has an anonymous tip line for students, parents and our community to use to report rumors, tips, or other items of concern regarding district schools. The service is available 24 hours, seven days a week. All calls are anonymous, unless the caller wishes to leave their name and number. **Tip Line: 607-795-2044 or 1-800-305-4984**

OUT-OF-SCHOOL SUSPENSION

This form of discipline is used to correct serious Code of Conduct violations. A student may be suspended from school for up to five school days by the principal. Prior to a student returning to school, a student conference will be held with the Principal or his/her designee.

LUNCH DETENTION

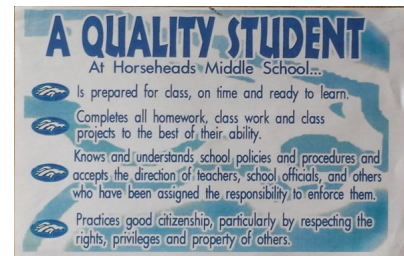
Detention is a form of discipline used to correct student behavior. A student will be required to bring ample study materials upon entering detention. Students will work on assignments quietly and have their lunch in the detention room. Teachers who assign a student to detention will notify the student's parents by phone or e-mail before the student serves the detention.

SUPERVISED STUDY TIME

Supervised Study Time (SST) is a form of discipline used to correct student behavior. SST is our in-school suspension program. Students who do not meet school expectations may be assigned to SST for an appropriate period of time. When a student is scheduled for SST, teachers will provide educational materials. The length of time scheduled in SST can range from one period to ten periods a day. The Administrator who assigns a student to SST will notify the student's parents by phone.

QUALITY STUDENT PARTY

To attend the party, a student must be identified by their teachers and the building administrators as a Quality Student. The students will spend their lunch period enjoying pizza and soda provided by the Middle School PTO. Students who meet the expectations listed below will be eligible for the Quality Student Party following the end of marking period 1, 2 and 3. Students will be evaluated on the criteria at the end of each 10-week period.



At Horseheads Middle School a Quality Student....

- Is expected to come to school and class prepared, on time and ready to learn.
- Is expected to complete all homework, class work, and class projects to the best of their ability.
- Is expected to know and understand school policies and procedures and accept the direction of teachers, school officials, and others who have been assigned the responsibility to enforce them.
- Is expected to practice good citizenship, particularly by respecting the rights, privileges, and property of others.

EXPRESS PASS

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

EMOTIONAL HEALTH SCREENINGS AVAILABLE FOR ALL CHEMUNG COUNTY YOUTH AGES 4-21

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, an ability to deal with life's challenges, an interest in school and improved physical health.

Emotional health issues can affect school performance, physical health, personal relationships and 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; www.horseheadsdistrict.com, then click on Center Street school. Completed forms can 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.

ONE CALL CAN MAKE A DIFFERENCE

COUNSELING

Guidance counselors work with each academic team. They monitor student progress, academically and behaviorally. Your counselor can help you with academic, social and family concerns. We encourage all students to see their counselor to assist them and their parents with school and other concerns.

RELOCATION REMINDER FOR PARENTS

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

- Bank contract or mortgage agreement showing purchase of home with name and address
- Signed rent or lease agreement with landlord's name, address and telephone number, or DSS processed landlord statement
- Most recent utility bill (phone, gas, electric)
- Deposit receipt for gas, electric or 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

**Please contact Karen McClain,
Central Registrar, with questions.
739-5601, x4251**

Learn up-to-date information about our schools and district

- Facebook: The district and 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.
- Questions about our website or social media? E-mail hcsdinfo@horseheadsdistrict.com

Access our Parent Portal

PARENT PORTAL

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

SCHOOL LUNCH MONEY

The price for **lunch will be \$2.35 and breakfast \$1.25**. Students may charge if necessary but we expect repayment as soon as possible. Parents will be notified of unpaid debt and all debt must be repaid by the end of the school-year.

National School Free/Reduced Program

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential child care institutions. It is available to families who meet income guidelines. It provides nutritionally balanced, low-cost or free breakfasts and lunches to children each school day. The program was established under the National School Lunch Act, signed by President Harry Truman in 1946.

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

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

Synopsis of the Healthy Hunger Free Kids Act of 2010

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

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

A **food component** is one of the **five food groups** which make up the **reimbursable school lunch**, i.e., meat/meat alternate (M/MA), vegetables (V), fruits/juice (F), milk (M), and grains/breads (G/B), or one of the **four available food groups** which make up the **reimbursable school breakfast**, i.e., meat/meat alternate and grains/breads, fruit/juice, milk. A food component is one of the five food groups which make up the reimbursable school lunch, i.e., meat/meat alternate (M/MA), vegetables (V), fruits/juice (F), milk (M), and grains/breads (G/B); or one of the four available food groups which make up the reimbursable school breakfast, i.e., meat/meat alternate and grains/breads, fruit/juice, milk.

NOTE: a meat alternate is a plant-or dairy-based protein, i.e. peanut butter, yogurt, a veggie patty, cheese, or Barilla plus pasta, etc.

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



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:

- A student's personally identifiable information will not be sold or released for any commercial purpose
- 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
- 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, firewall, and password protection
- 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, or by writing to 89 Washington Avenue, Albany, NY 12234
- 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



Information about Emergency School Closings/Delays

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, 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.

Each of our schools and the district have Facebook pages. To see school closings/delays and other information on your news feed, "like" the page(s). On Twitter, follow us at @HhdsSchools.

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 do not call the radio/TV stations or the district's Transportation Office.

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.

FERPA Information

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:

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.

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.

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.

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

District Dignity Act Coordinator

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

Middle School Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Middle School is Ron Holloway, building principal. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Mr. Holloway at 739-6357 x 3640 or at rholloway@horseheadsdistrict.com.

Notice

The Horseheads Central School District offers educational programs without regard to gender, race, color, national origin, or disability. Inquiries regarding this policy may be made to 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.

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 the following and return the form to the Main Office **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 Main Office; email to hcsdinfo@horseheadsdistrict.com; or mail to Horseheads Middle School, 950 Sing Sing Road, Horseheads, NY 14845.

NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS

In addition to the rights previously outlined, FERPA also gives the school district the option of designating certain categories of student information as "directory information". Directory information includes a student's name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, e-mail address, and class roster.

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

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.

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) or on the New York State Education Department website (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.

Teacher Qualifications

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.

Pesticide Application

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

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

- A school remains unoccupied for a continuous 72 hours following an application
- Anti-microbial products
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children
- Boric acid and di-sodium octaborate tetrahydrate
- The application of EPA designated biopesticides
- The application of EPA designated exempt materials under Title 40, Code of Federal

Regulations (CFR) Part 152.25 The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48-hour prior notification registry.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, please complete the attached form and return the form to Tony Stager, the Horseheads School District pesticide representative at: Horseheads School District, Facilities Services, 507 Fletcher Street, Horseheads, NY 14845. You may also fax this form to (607)795-2595.

Please note: Four times per year via newsletter or equivalent, a written announcement concerning impending pesticide applications, pesticide use, “emergency” applications, and any other associated pesticide use will be provided. This will occur at the beginning of the school year, at the end of the winter recess, the end of the spring recess, and the end of the school year. Please feel free to contact Tony Stager at the District Safety Office at 739-5601 ext. 4270 if you have any questions or require further information concerning these requirements.

Forty-eight Hour Pesticide Application Prior Notification Form

Is e-mail an appropriate method for notifying you of an impending pesticide application? Yes/No

If not, you will receive a brief notification letter 48-hours prior to an impending pesticide application. Every effort will be made to ensure the notification reaches you 48 hours (or more) in advance of the pesticide application. This time may vary slightly due to postal conditions beyond the control of the district.

Horseheads School District Request for Pesticide Application Notification

School Building (or field) _____

Your Name & Address _____

Phone or Cell Phone _____

E-Mail Address _____

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



School Bus Drivers Needed

The district is seeking school bus drivers. We offer paid training, benefits package, no weekends/ holidays or summers. Applicants must be 21 years old. Fingerprint/ background check and drug testing are required. Apply at the Transportation Department, 601 Sayre Street (off Thorne St.), Horseheads; call 607-739-5601, x4505; or email hcsdinfo@horseheadsdistrict.com.

Volunteers Needed

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. 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@gstbores.org.

Substitutes Needed

Please contact our Human Resource Department if you are interested in becoming a substitute in the Horseheads Central School District. Inquiries for instructional positions should be directed to Gena Benedict and non-instructional positions to Debbie Fischer.

Gena Benedict: 739-5601 x 4211

Debbie Fischer: 739-5601 x 4212

Thank you for your interest!



Phone Numbers and Websites:

Safe Schools Hotline - 607-795-2044

Middle School Phone Number - 607-739-6357

Middle School Website - <http://www.horseheadsdistrict.com/HHMS.cfm>

Horseheads District Phone Number - 607-739-5601

Horseheads District Website - <http://www.horseheadsdistrict.com/index.cfm>

Athletic Office Phone Number - 607-739-5601 x4254

Athletic Office Website - <http://www.horseheadsdistrict.com/athletics.cfm>