

# Horseheads Middle School Summer 2023



*Summer Edition*

## Contact Us!

607-739-6357 • <http://Horseheadsdistrict.com/HHMS.cfm>

## We Look Forward to Seeing You Soon!

On behalf of all of us at Horseheads Middle School, we welcome you to our school community. Students and staff at the middle school work within the framework and fundamental characteristics of our **Raider Way** and **THINK** programs.

Our **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.

In addition, we encourage students to follow the **FISH Philosophy**, which teaches us the principles of: **Choose Your Attitude, Make Their Day, Be There and Play.**

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.

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

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.

1st Day of School  
Tuesday, September 5

Schedule Pick-Up & Self-guided Tour:

See Page 4

***Make it a great day,***



***the Raider Way!***

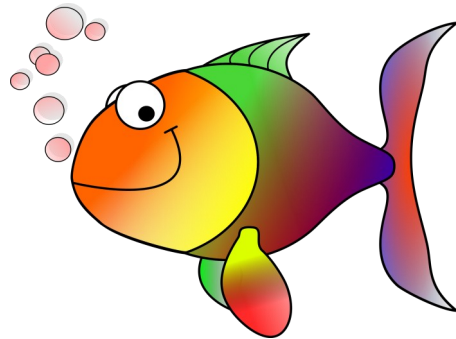
***Raider Way:***



- Fair and Just
- Respectful
- Responsible
- Good Citizen
- Trustworthy
- Caring and Kind

***Fish Philosophy:***

- Choose Your Attitude
- Make Their Day
- Be There
- Play



***Think:***

Before you say or do anything:

- T - Is it true?
- H - Is it helpful?
- I - Is it inspiring?
- N - Is it necessary?
- K - Is it kind ?

# Welcome Back Raiders!



## Dear Horseheads Middle School Families,

Welcome to the 2023-2024 school year! We are extremely excited to see the familiar faces of those returning to us and welcoming everyone who is new to our school. We have been working hard this summer to make sure you have an environment in which you can thrive academically, socially and emotionally.

One of the greatest characteristics of the Horseheads Middle School community is the care and compassion shared between staff, students, parents, and our community. We are a place where staff and families come together to ensure that the children entrusted to us grow to be productive, confident, compassionate members of our community.

Have a great day The Raider Way!

— Mr. Hoeffner, Assistant Principal

## Athletic/Extracurricular Code of Conduct

All students participating in athletic/extracurricular programs shall abide by a code of conduct which earns them the honor and respect participation and competition provides. The Athletic Code of Conduct applies to students starting in seventh grade. The policy will remain in effect at all times, until the student/athlete graduates from Horseheads Central Schools.

1. **Attendance** - Unexcused absences will result in being ineligible for practice and contests that day. A legal excuse is required to participate in practices or contests.
2. **Physical Education** - Student athletes are expected to be prepared and participate in physical education class. Students failing to participate in physical education will be ineligible to participate in practices or contests.
3. **Team/Club Specific Standards** - Coaches and advisors may establish additional guidelines that govern training, practice, and competition. Student athletes will abide by specific conduct and rules established by the coach.
4. **Vacations** - Athletes who commit to a program should assume that practices and/or contests take precedence over vacations. Athletes who miss practices and/or contests during school recesses should expect that there may be some effect on their standing on the team, their playing time, their chances of making a team when cuts take place, and their ability to earn a letter for that sport. Athletes who finish a season while away on vacation may have consequences carry over to their next sport season.

### Acts of unacceptable conduct:

- Bullying
- Hazing
- Disrespect
- Immorality
- Insubordination

### Acts of unacceptable conduct:

- Alcohol - The use, consumption, possession, buying, selling, giving away of any alcoholic beverages
- Tobacco - Possession and/or use of tobacco products, which includes electronic cigarettes or vapor product
- Controlled/Illegal Substances - The use, consumption, possession, buying, selling, giving away any controlled or illegal substance
- Weapons - The use, distribution, possession, sale or giving away of any object that is used as a weapon to inflict bodily harm
- Theft - Stealing, committing any act of vandalism, and being charged/convicted of a misdemeanor or felony
- Arrest - The arrest and being charged with a crime.

### Fall 2023 season start dates:

|                                  |             |
|----------------------------------|-------------|
| Varsity and JV Football:         | August 19   |
| All other Varsity and JV Sports: | August 21   |
| Modified Cross Country:          | August 21   |
| Modified Football:               | August 28   |
| All other Fall Modified Sports:  | September 5 |

The athletic director and the administration will review these Athletic Eligibility Regulations and Procedures annually. Changes will be recommended and made based upon annual review.



## Middle School Schedule Pick-Up & Self-guided Tour **Revised due to construction**

### 8th-Grade Students

1. View your schedule in SchoolTool beginning August 24<sup>th</sup>. Note: SchoolTool will close on August 29<sup>th</sup> for maintenance.

- A. If you cannot access your schedule on SchoolTool you may pick up your schedule on **August 24<sup>th</sup>** from 8 AM - 3PM. You will pick up your schedule outside of the field house entrance. The building will not be open for students.

### 7th-Grade and New Students

1. The schedule pick-up and self-guided tour will be limited to our incoming 7<sup>th</sup> grade students and our **new** 8<sup>th</sup> grade students.

- A. Students with the **last name of A-K** should pick up schedules and participate in their self-guided tour on **August 25<sup>th</sup>** from 8 AM - 11AM or **August 28<sup>th</sup>** from 4 PM - 5:15 PM.
- B. Students with the **last name of L-Z** should pick up schedules and participate in their self-guided tour on **August 25<sup>th</sup>** from 11AM - 2 PM or **August 28<sup>th</sup>** from 5:15 PM - 6:30 PM.

**Be sure you know your homeroom for the first day of school. This is located on the top of your schedule. If you are unable to see your schedule before school starts, there will be staff to help you find your homeroom to get your schedule. The first day of school begins in homeroom and is an “odd” day.**

### Lockers and School Supplies

Students will be permitted to carry a backpack and water bottle. Lockers will be assigned to all students. Please come to school with materials you feel will help you be successful. However, the following items are required:

- Backpack or other bag
- Three-ring binders: *We suggest an AM and PM binder*
- Folders and dividers
- Loose-leaf paper or spiral notebook
- Composition notebook
- Dry erase markers
- Index cards
- Earbuds
- Pens, pencils and highlighters

#### **Please Note:**

**Parent Portal will open on 8/24 and close at the end of the day on 8/29 for maintenance. It will reopen on 8/30.**

# Welcome Back Raiders!



## Parent-Teacher Association

As we begin a new school year, please consider joining our Middle School Parent Teacher Organization. The PTO supports a variety of activities for our students and staff. Organizing and funding these events takes time and effort and your participation is greatly appreciated. Some of the events previously supported by our PTO included:

- ⇒ School Dances and Open Gym
- ⇒ 8<sup>th</sup> Grade Celebration
- ⇒ Refreshments for 8<sup>th</sup> Grade Awards Ceremony
- ⇒ Refreshments for the Winter Art Show
- ⇒ Refreshments for the NJHS Ceremony
- ⇒ Staff Appreciation Events

In an effort to help fund these events, please consider participating in our fundraisers throughout the year. Cash and check donations are always welcome and help us avoid doing fundraising sales. Checks can be made payable to the HMS PTO. Thank you for your support!



**Donate to the PTO with Venmo!**



**venmo**

## Open House

September 7 • 6:00-7:30pm

## PTO Meeting

5:30pm • In the Library





## Relocation Reminder for 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 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 McLain, central registrar, with questions:  
739-5601, x4251**

## Homeless Student/Students in Temporary Housing Notice

Children and youth in temporary housing have the right to:

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

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

The Association for Middle Level Education, AMLE, is a great resource for teachers and parents. It provides specific insight to the middle school student. The article at the link below provides great tips for the parents of middle school students. It can be read for free at:

<http://www.amle.org/BrowsebyTopic/WhatsNew/WNDet.aspx?ArtMID=888&ArticleID=128>



Here is what one reader said about the article:

*"This article is a great way to help parents remember what it is like to be a middle school student. The article offers great insight into how the middle school student thinks. Parents are able to help their student accomplish small tasks on a day-to-day basis instead of long term. This helps the students feel accomplished. I think this article is a great article for parents. I remember being in middle school and having fun, but I do not remember how my brain was operating. I agree with almost everything on the list. I think parents should listen to their children and be supportive. However, I think there is a fine line between being a friend and being a parent."*

- Sarah Margret

# Welcome Back Raiders!



## Middle School Award Programs

We believe that students should be honored for their academic accomplishments, as well as their commitment to following the Raider Way. We offer several awards and recognition for student achievement.

### Honor Roll

Students qualify for the Honor Roll by meeting the criteria outlined below:

95-100 - Distinguished High Honor Roll

90-94.99 - High Honor Roll

85-89.99 - Honor Roll

Honor Roll certificates are distributed during 10<sup>th</sup> period following each marking period. Students who fail one or more classes, or have an Incomplete on their report card, are not eligible for the Honor Roll.

### National Junior Honor Society (NJHS) - by invitation only

Students meeting the initial screening criteria will be invited to apply for the National Junior Honor Society. The criteria are listed below:

1. Students must achieve an average of 90% or higher in all of the following subjects:
  - English
  - World Language
  - Math
  - Science
  - Social Studies
2. Students must demonstrate the five pillars of the NJHS:
  - Scholarship
  - Leadership
  - Service
  - Character
  - Citizenship

Once students receive their invitation to apply, they must complete an online application and attend an informational meeting by the deadline. Applicants are then reviewed by the NJHS faculty selection committee. Successful candidates will receive an acceptance letter and invitation to the ceremony in late May. Students will remain members of the NJHS as long as they continue to uphold the high standards of the society. The induction ceremony is held in June.

### 8<sup>th</sup> Grade Awards - by invitation only

1. President's Award for Educational Excellence
  - Students must maintain an average of 90% or higher in math, English, science, social studies and world language over the course of seven marking periods at the middle school.
3. Highest Average Award
4. Triple C Award
  - Each 8th-grade team nominates a student who they feel best meets the criteria of commitment, character and courage. These students are honored with a certificate from the Attorney General of NYS.
4. Art Award
  - Middle School art teachers select two students who demonstrate excellence in the area of art. Students will have their artwork framed and displayed at the middle school.

**The 8th Grade Awards Assembly is held in June.**



## Health Office

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 to take 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 either an inhaler or EpiPen. **Students may not carry any medications in school.**

Physicals are required for 7<sup>th</sup>-grade students and new entrants to the district. New York State 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).

**Parent must bring in their student's medication and sign a consent form.**

## Physical Education

### Changing Out:

All students are encouraged 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 sweatshirt.

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 is highly recommended.

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

## Important Reminder

New York State requires **all incoming 7th-grade students receive one dose of the Meningococcal Vaccine prior to entering the 7th-grade school year.** Your child will not be able to attend school beginning **9/19/23** without proof of immunization. If you are new to the district, a copy of your student's immunization record is required within 14 days of entry.



## 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 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.





## 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 and 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.

## Student Planner

The Student Planner is designed to serve as a guide for our students while enrolled at Horseheads Middle School. The policies and procedures contained in the handbook will help students adjust to our school as they 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.



## PARENT PORTAL

Don't have Parent Portal? Please visit our website. In the "QuickLinks" section in the middle, near the bottom, hover over "Parent Portal". You will be directed to complete a short form online. If you have questions, please call Karen McLain at 739-5601, x4251 or email [kmclain@horseheadsdistrict.com](mailto:kmclain@horseheadsdistrict.com)

Checking your student's grades on Parent Portal? The URL for a computer browser is:

<https://schooltool.horseheadsdistrict.com>

The URL for the mobile app is:

<https://schooltool.horseheadsdistrict.com/sthhweb>

Parent Portal Closed  
July 5 - August 28



# Welcome Back Raiders!



## Hallway

While traveling between classes, students are expected to be respectful of others. Running, shouting or wandering in the halls is irresponsible, unsafe and may lead to disciplinary consequences.

## Library

Students may use the library during study halls with a pre-signed pass or a PONY Pass periods 1-10. They may also check out or return materials or print using a pass. Please return library books by the due date. Students will be required to pay for lost or damaged books.

## Textbooks

Textbooks are loaned to students for their use during the school year. Be responsible with textbooks by keeping them in good condition. Lost or damaged textbooks will be replaced at the family's expense.

## Odd/Even Day Schedule

The Middle School operates on an odd/even day schedule. The first day of school is an Odd day. Each day an announcement is made reminding students of the current day. The day is also posted in the window of the main office.

## Homework

Homework is a vital component of a student's education. Homework is assigned to reinforce lessons that are presented in the classroom or to help students prepare for upcoming classroom activities. 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.

## Bell Schedule:

***Parent drop off begins at 7:15***

***Busses begin unloading at 7:30***

***Classrooms open at 7:40***

***Period 1 begins at 7:45.***

***Students arriving after 7:45 will be marked tardy.***

Period 1 ..... 7:45 – 8:30

Period 2 ..... 8:34 – 9:14

Period 3 ..... 9:18 – 9:58

Period 4 ..... 10:02 – 10:42

Period 5A ..... 10:46 – 11:06

Period 5B..... 11:06 – 11:26

Period 6A ..... 11:30 – 11:50

Period 6B..... 11:50 – 12:10

Period 7A ..... 12:14 – 12:34

Period 7B..... 12:23 – 12:54

Period 8 ..... 12:58 – 1:38

Period 9 ..... 1:42 – 2:22

Period 10 ..... 2:26 – 3:05

***Dismissal Begins at 3:05***

Breakfast is available  
in the IS Café  
until 7:40am.

## Grade Reporting Dates:

10/06/23 ..... Progress Report Period Ends

10/11/23 ..... Progress Reports Issued

11/09/23 ..... First Marking Period Ends

11/15/23 ..... Report Cards Issued

12/15/23 ..... Progress Report Period Ends

12/20/23 ..... Progress Reports Issued

01/29/24 ..... Second Marking Period Ends

01/30/24 ..... Second Semester Begins

01/31/24 ..... Report Cards Issued

03/08/24 ..... Progress Report Period Ends

03/13/24 ..... Progress Reports Issued

04/12/24 ..... Third Marking Period Ends

04/17/24 ..... Report Cards Issued

05/17/24 ..... Progress Report Period Ends

05/22/24 ..... Progress Reports Issued

06/27/24 ..... Fourth Marking Period Ends

07/08/24 ..... Report Cards Mailed

***“The best way to predict your future is to create it.”***

**– Abraham Lincoln**



## Sports Physicals

We encourage all athletes to visit their primary physician for sports physical examinations. However, we understand that this is not always possible. **Only book an appointment for a physical if your son/daughter has an expiring physical and you are not able to get one from your private medical provider.** The deadline for booking an appointment is July 26th @ Noon. Students should report to the High School Health Office using the main entrance.

## Athletic Information

Our Athletic Department is now using FinalForms for registering students for athletic teams and sports physicals. If your child plans to participate in a sport this school year, you will need to create an account on

FinalForms and register your child(ren) for a physical and the specific sport.

To log in to FinalForms to register your child for a sports physical, go to <https://horseheads-ny.finalforms.com/>. You will then create a parent/guardian account, confirm your registration through an email which will be sent to you once you create the account, then go back to the site to register each child. The site will then ask for the following required information:

1. Student name
  2. Student email address - Please note: When setting up your account, the site asks for your student-athlete's email address. **This must be your child's school email address.**
  3. Basic medical history and health information
  4. Insurance company and policy number
- Doctor, dentist, hospital preference and contact information

For instructions on how to set up your account and register your child(ren), click here.

When you complete the student registration, you will be able to see the open registrations. Select sports physical and/or football to register your students for these items.

Once you register your student(s), an email will be sent to your student(s) to sign required forms. This is why we require you to enter your student's school email address.

"Don't be afraid of failure. This is the way to succeed."  
—LeBron James

## Picture Day - 9/15/23

Oh snap! Student pictures will be used for School Tool and the yearbook. They will be available for purchase with a choice of several packages. Information for ordering will be available in September.

Absent students and those requesting re-takes will have their picture taken on Make-up Day (11/8). Students do not need to purchase any pictures. Yearbooks will be sold separately online starting in February. Please note that no yearbooks will be sold at school.

## School Counselors

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

## HMS LIVE

HMS Live is our daily television show run by students and staff advisor. 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.

## Student Council

Members of the HMS Student Council are hard-working, responsible and demonstrate positive citizenship. A school-wide election in the fall will determine who will become the officers and representatives for our student body. Students will be invited to participate early in the fall. Listen for announcements in September.

## Modified Sports

Modified sports meetings will be held during 10th period. 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.

## Modified Sports 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.



## Student Passes

Teachers may give pre-signed passes to students to visit the library or their classroom during 10th period. Pre-signed passes are used when students require additional help, need to make up work or when assignments need to be completed. Passes are also required to use the restroom during class.

## 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.

**Note: Students are tardy for 1st period at 7:45. Please expect longer wait times in the drop-off line the closer you get to 7:35.**

## Cafeteria

Student behavior in the cafeteria will be based on courtesy and cleanliness. This means leaving your area in the condition in which others would like to eat. Students are allowed to choose where they sit. Students will stay at their eating area 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 are given some freedoms during lunch, but with that freedom comes responsibility. Students who are unable to behave in an appropriate manner may be assigned a seat or asked to eat in the lunch detention room. Open food and drinks are not permitted outside of the cafeteria.

## Emergency Drills

All mandatory safety drills will be conducted 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 devices 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 at the 7:38 bell and may not be powered up until dismissal. If a student uses any electronic device during the school day, the following steps will be taken:



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

**Second Offense:** The student can pick the device 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 the device 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.

## Backpacks & Lockers

Lockers will be assigned to each student over the summer. Students may also carry backpacks and a water bottle throughout the school day.







## 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.



## Homework Request

If your child is absent from school, they should log in to Canvas for missed assignments.

## 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.**

## District Transportation

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.

### Bus Transportation Morning Routine

Students riding the bus to school will arrive between 7:30 and 7:38 am and will enter the middle school at the Field House entrance and wait in the Field House Gym until 7:38 am before going to their class.

### Bus Transportation Afternoon Routine

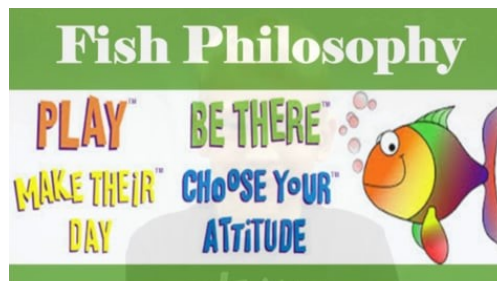
Students riding the bus home from school will be dismissed at 3:08 pm. and will exit through the doors near the café. The first buses depart at 3:15 pm. Remaining buses depart shortly after arrival and students must wait in the MS café.

### Walkers and Bikers Morning Routine

Students walking to school must have written parent permission on file. Students will enter the middle school no earlier than 7:15 am at the front entrance and wait in the MS Gym until 7:38 am before going to their class.

### Walkers and Bikers Afternoon Routine

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







## Middle School Safety and Security

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

## 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](mailto:a_safe_hms@gaggle.net)**

## Safe Schools 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.**

**Please provide as many details as possible so we can better address your concern.**

## 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 conference will be held with the student and the principal or assistant principal.

## In-School-Suspension

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

## 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, classwork 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.

## PONY PASS

Students qualify for a PONY Pass by meeting the following criteria:

- Honor Roll
- No more than one detention
- ISS and OSS automatically disqualify students for the marking period

## Tips for Success

- Come to school everyday
- Turn off cell phones
- Get to class on time
- Be prepared with materials
- Use your planner
- Complete all work
- Ask for help
- Stay organized
- Follow directions of adults
- Have a *Growth Mindset*
- See something, say something

## Drop Off and Pick Up

Due to the volume of students being dropped off and picked up, the line can become very long. We ask that you help alleviate unnecessary wait time by following these simple procedures:

- Utilize the entire drop-off lane. Please do not wait until you have pulled up to the Middle School main entrance to drop off your students. **Do not drop students off or pick them up in the staff and visitor parking lot.** Students should exit the vehicle as soon as it is safely stopped. Please be sure students have all of their belongings ready to go.
- **Do not drop students off on Sing Sing road.**
- Students should be walking in the door no later than 7:40 so they can be in 1<sup>st</sup> period by the 7:45 tardy bell. Students with three tardies to 1st period may be assigned a detention.

Thank you for your patience and helping our morning drop off go as safely and efficiently as possible.



Stay tuned for new  
parking lot map  
and drop-off and  
pick-up procedures!

Photos by Sarah Cline



# Middle School Opportunities

- Student Council
- Library Workers
- School Store Workers
- HMS Live
- Band
- Orchestra
- Vocal Music
- Science Olympiad
- 10th-period Guest Speaker Series
- Community Service Events
- PONY Pass
- Robotics
- School Musical
- Athletics
- Technology Guild
- Accelerated Art (HS Credit)
- Accelerated Math (Algebra I HS Credit)
- World Language (HS Credit)
- Living Environment (HS Credit)
- Harmony Bridge
- National Junior Honor Society
- Yearbook Club
- BOCES Career Day
- PONY Express Pass
- Mock Interviews
- Variety Show
- Student Leadership Team
- Scholastic Challenge
- School Dance & Open Gym
- Assemblies
- GSA Club

## Fall Sports:

Varsity and Junior Varsity: Cheerleading (Varsity only), Cross Country, Football, Boys Golf, Boys and Girls Soccer, Girls Swimming, Girls Tennis, Girls Volleyball, Unified Soccer (grades 9-12)

7th & 8th Grade: Cheerleading, Cross Country (boys and girls), Football, Girls Volleyball, Girls Swimming, Boys and Girls Soccer, Golf

## Winter Sports:

Varsity and JV: Boys and Girls Basketball, Bowling, Indoor Track (Varsity), Boys Swimming, Boys and Girls Wrestling, Cheerleading (Varsity only), Unified Bowling (grades 9-12) 7th & 8th Grade: Boys Basketball, Boys Swimming, Wrestling, Girls Basketball, Cheerleading

## Spring Sports:

Varsity and JV: Boys Baseball, Girls Golf (Varsity), Boys and Girls Lacrosse, Boys Tennis, Boys and Girls Track, Girls Flag Football, Girls Softball, Unified Basketball (grades 9-12)

Modified: Boys Baseball, Boys and Girls Lacrosse, Boys and Girls Outdoor Track, Girls Softball

**Please visit the Athletics website for registration dates and other important information.**

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





## 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@gstboces.org](mailto:dlynch@gstboces.org).**

## Phone Numbers & Websites:

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>

**Safe Schools Line - 607-795-2044**

**Suicide and Crisis Lifeline - 988**

## 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](mailto:hcsdinfo@horseheadsdistrict.com).

## Now Hiring!

**Teachers, Teaching Assistants and Substitutes**

**Clerical Staff**

**Cleaners**

**Food Service Helpers**

**School Monitors**

**Click on our employment link for more information:**

<https://horseheadsdistrict.com/employment.cfm>

Please contact our Human Resources Department if you are interested in becoming a member of the Horseheads Central School District. Inquiries for instructional positions should be directed to Gena Benedict and non-instructional positions to Nadine Morgan.

**Michelle Taft:** 739-5601 x 4211  
[mitaft@horseheadsdistrict.com](mailto:mitaft@horseheadsdistrict.com)

**Nadine Morgan:** 739-5601 x 4212  
[nmorgan@horseheadsdistrict.com](mailto:nmorgan@horseheadsdistrict.com)

Thank you for your interest!



## ***Horseheads Central School District 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.*

*The district announces school closings and delays in a variety of ways:*

**Text messaging** – Parents/guardians can receive a text message if schools are closed or delayed by opting in to our text messaging service through SchoolMessenger. To opt in, text Y or Yes to 67587. You will receive a text response confirming that you are registered for texting.

**District website** at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)

**District Facebook pages** (the district and all seven schools have pages)

**Twitter** - @HhdsSchools

**Local television and radio stations:**

TV - WENY, WETM, Spectrum Cable News

Radio – WELM 1410AM, WNKI 106.1FM/WPGI 100.9FM, WENY 1230AM/ MagicFM 92.7FM/ WGMM 98.7

*Note: 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.*

**Important notes about school closings/delays:**

*There may be a time when any of these means of communication do not work due to Internet issues, etc, so we ask that you check more than one of our communication methods to determine if school is in regular session or not for that day.*

*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 evening programs.*

*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.*

*On school delays, prekindergarten begins at 10:30am.*

*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.*



## Non-discrimination Notification

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Caitlin DeFilippo  
Director of Human Resources  
[cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com)  
2 Hibbard Road  
Horseheads Central School District  
Horseheads, NY 14845  
(607) 739-5601

U.S. Department of Education  
Office of Civil Rights  
LBJ Department of Education Building  
400 Maryland Ave., SW  
Washington, DC 20202-1100  
(800) 421-3481

### District Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Caitlin DeFilippo, director of Human Resources. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Ms. DeFilippo, at 2 Hibbard Road Horseheads, NY 14845; 607-739-5601 x 4211 or at [cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com).

### 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 950 Sing Sing Rd., Horseheads, NY 14845; 739-6357 x 3640 or at [rholloway@horseheadsdistrict.com](mailto: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 Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.*

## **NETWORK & INTERNET ACCEPTABLE USE**

The Horseheads Central School District Board of Education considers computer access to the Internet to be a valuable tool for education. Staff and student uses of the Internet must be in support of education and 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 may be available as well. 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.

Cross Ref.: Policy 4526.1, Email Acceptable Use

Approved: July 1, 2001

Revised and Approved: November 26, 2001; August 4, 2003; April 2, 2007, April 24, 2019

## **PROMOTION AND RETENTION OF STUDENTS**

It is essential that each child experience both challenge and success from school activities. To this end, the district will make every effort to place each student in the most appropriate learning level for a successful educational experience. Early Identification/Intervention Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional treatment, and, where appropriate, referral to the Committee on Special Education for evaluation. Promotion/Retention No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

The following provisions shall apply to promotion and placement decisions:

1. No student promotion or placement decision for grades three through eight shall be based solely on student performance on the ELA or Mathematics State assessments.
2. Student assessment scores may be considered as a measure of student performance only if the decision-making process uses multiple measures of assessments and data in addition to the State assessments and the State assessments are only a minor factor in the promotion/placement decision.
3. In making promotion and placement decisions, the school will consider in class performance, teacher observation, homework, input of the parent, social and emotional needs as well as any other applicable measures, other than State assessments.
4. The final decision regarding placement and promotion is the decision of the building administrator.

Ref: Education Law §305(47); §1709(3); 8 NYCRR Sections 100.3(b)(2)(iv), 100.4 (b)(2)(vii), 100.4 (e)(6) *Isqwith v. Levitt*, 285 App. Div. 833; 137 N.Y.S.2d 497 (1955) *Matter of Eckert*, 13 EDR 270 (1979) Op. Counsel, 1 EDR 775 (1952) Approved: July 1, 2001

Revised and Approved: October 23, 2014; November 20, 2014; April 18, 2018; March 02, 2021.

## Parents' Bill of Rights Relating to Student Data

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

1. Parents/guardians or eligible students have a right to inspect and review the student's education records;
2. Parents/guardians or eligible students have the right to request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Parents/guardians or eligible students have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent; and
4. Parents/guardians or eligible students have the right to file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations. Complaints may be sent to:

Family Policy Compliance Office

U.S. Department of Education

600 Independence Avenue SW

Washington, DC 20202-4605.

Cross-ref: Student Records Policy and Regulation 5500 and 5500-R

Ref: Education Law Section 2-d(3)

Approved: September 25, 2014

Revised: July 23, 2018

## Student Photographs

If you **DO NOT** wish your child to be photographed or videotaped for school publications or by the media, please complete the form below.

Throughout the year, our school and district may photograph, videotape, and/or interview students for its publications or broadcasts, which include school and district newsletters, videos, and social media. Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues. These stories will also appear on the media's websites and social media platforms.

Note that we will still publish student photographs in school yearbooks.

***Student Photos***

I DO NOT wish to have my child photographed or videotaped while in school.

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

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

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

### 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 Kelly Squires, 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.

### 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 Caitlin DeFilippo, director of Human Resources, at 607-739-5601, x4211.

## **NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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/guardians 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/guardians 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/guardian 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/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians 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/guardian or eligible student, the district will notify the parent/guardian 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/guardian 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 unit 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/guardian 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 U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is:

***Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW Washington, DC 20202-4605***

### **NOTIFICATION OF DIRECTORY INFORMATION DESIGNATIONS**

In addition to the rights outlined above, 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, including video recordings, email 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.



## 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 it 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 email 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** \_\_\_\_\_

**Email Address** \_\_\_\_\_

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

# 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. Students engaged in athletics are also expected to adhere to the Athletic Code of Conduct, which is attached as an appendix to the Code of Conduct.

## 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, weight, creed, national origin, religion, gender (including gender identity and gender expression) or sexual orientation, disability, or any other protected class under state and federal law.
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 (e.g., in accordance with the Code of Conduct or any other applicable instructions for school events).
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. Use 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/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 or revealing garments that may be offensive to others and disruptive to education are not appropriate. For example, stomach, lower back, pelvis and buttocks, and chest must be completely covered and shirts must not be strapless. The following is a non-exhaustive list of clothing that are not allowable: tube tops, bralettes, crop tops, shirts that are open or cut on the sides, clothing items that are see-through, and pants that do not fit around the waist and need to be held up with a hand.
3. Ensure that underwear is completely covered with outer clothing.
4. Include footwear at all times. Footwear that poses a safety hazard in the instructional setting will not be allowed.
5. Comply with the rule that hats, hoods, bandanas, visors, or other head coverings which obscure a student's identity, may not be worn inside school buildings during regular school instructional hours, except for a religious or approved medical 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.
8. Student-athletes shall wear attire appropriate to their athletic activity for practice and competition outside of the instructional day. The athletics program shall enforce appropriate expectations.

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. Disrespecting 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, sexual harassment, bullying, and/or harassment as defined in this Code.
  - 10. Retaliating against any individual who, in good faith, reports or assists in the investigation of, among other things, sexual harassment, 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, other acts of dishonesty, or unauthorized use of artificial intelligence (AI) or similar technology.
  - 2. Written, verbal, or physical intimidation.
  - 3. Fighting or causing physical harm to another.
  - 4. Using in either words, clothing, signs, or actions profane, lewd, vulgar, abusive language, words, messages, or behavior (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 Code of Conduct and/or 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. When a student creates a look-alike situation by presenting a substance as an alcoholic beverage, the District's reaction will be the same as if an actual alcoholic beverage was present.
  - 9. Being under the influence of, or the use, possession, sale, distribution, or gift of any illegal or controlled substance or any instruments for the use of such illegal or controlled substances such as, but not limited to, a pipe, syringe, vaping devices, vaping cartridges, or other paraphernalia, while on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, e-liquids, including propylene glycol (liquid nicotine), synthetic cannabinoids (e.g., K2, Spice), cocaine, LSD, PCP, amphetamines, heroin, steroids, marijuana, over-the-counter drugs or prescription medication on school property when not in compliance with the medication policy, look-alike or "counterfeit"

drugs, and any substances commonly referred to as “designer drugs.” When a student creates a look-alike situation by presenting a substance as an illegal or controlled substance, the District’s reaction will be the same as if the actual substance was present. 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 or threatening to use, or displaying what appears to be, a weapon as defined in Section II of the full Code of Conduct 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 or possession of tobacco products or cannabinoids (marijuana) on school property or at a school function. Tobacco products shall include, but not be limited to, 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 student as defined in Section II of the full Code of Conduct.
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, among other things, harassment, bullying and/or discrimination.
17. Indecent exposure, including exposure to the private parts of the body in a lewd or indecent manner.

## **Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, school 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, a school resource officer, or the superintendent.

Any student, parent or other family member, or visitor may report an incident of discrimination, bullying and/or harassment. Reports may be made to any staff member, including Dignity Act Coordinators, administrators, teachers, and school counselors. In the event that a report is made to a staff member other than a Dignity Act Coordinator, such staff member shall immediately inform a Dignity Act Coordinator of the report. All District employees who have contact with students are required to report incidents of discrimination, bullying and/or harassment when the individual witnesses or receives reliable information regarding any such incident. Allegations of discrimination, bullying and/or harassment will be treated as confidential and private to the extent possible.

All district staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner after a prompt and thorough investigation. 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 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 school resource officer or 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 after the building principal determines that the violation occurred. The notification may be made by telephone, followed by a written notification on the same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the code of con-



duct and constituted a crime.

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

As a general rule, discipline is progressive in nature. This means that a student's first violation will usually merit a lighter penalty than subsequent violations. However, the administration reserves the right to escalate the penalty based on the severity of the conduct at its discretion.

#### **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 extra-curricular 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 or at a school function) 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 district has adopted a visitor policy in Policy 1240 Visitors to the Schools. See that policy for specific rules as to school visits.

### **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, disability, or any other protected class under state and federal law.
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 including, but not limited to, TCH, 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. Depending upon the severity of the violation, future access to school property and events may be restricted.
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 building principal or his or her designee shall be responsible for enforcing the conduct required by this code.

When the building principal or his or her designee sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the principal or his or her designee shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The principal or his or her designee shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the principal or his or her designee shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

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.

6/2023

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