Horseheads Central School District

Contact Information

If you have a question or concern about your child’s education or any topic regarding the Horseheads Central School District, we ask that you follow our communication procedure. First, please contact the staff member most directly involved. If your question or concern remains unresolved, we ask that you follow the process to the next level(s) of communication. If at any time you feel that you are not being heard, or the situation is time sensitive, please move to the next level of contact, or contact the assistant superintendent or superintendent, and we will assist you. See the next page for phone numbers and email addresses.

The Dignity Act Coordinator (DAC) for each of our seven schools is the principal. Complaints regarding discrimination, harassment, or bullying of any student should be referred to the principal. The Dignity Act Coordinator for the Horseheads Central School District is the Director of Human Resources.

Please note: If your issue involves an emergency after school hours, please call our Safe Schools Hotline at 607-795-2044 or 1-800-305-4984. This number is answered 24 hours a day, seven days a week. Reach someone in our Facilities Department after school hours at 607-857-9667.

<table>
<thead>
<tr>
<th>Topic</th>
<th>First Contact</th>
<th>Second Contact</th>
<th>Third Contact</th>
<th>Fourth Contact</th>
<th>Fifth Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum/Instruction</td>
<td>Teacher</td>
<td>Building Administrator/Principal</td>
<td>Director of Curriculum</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Classroom Concerns</td>
<td>Teacher</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Student Discipline</td>
<td>Teacher</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Suspension</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling PreK-6</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheduling 7-12</td>
<td>Guidance Counselor</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>School Office</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>Coach</td>
<td>Athletic Director</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Extra-Curricular</td>
<td>Teacher/Advisor</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>Food Service</td>
<td>Building Cafeteria Manager</td>
<td>District Food Service Manager</td>
<td>Principal</td>
<td>School Business Administrator</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Health/Medical</td>
<td>School Nurse</td>
<td>Building Administrator/Principal</td>
<td>Dir of Student Services</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Special Education</td>
<td>Teacher</td>
<td>Building Administrator/Principal</td>
<td>Dir of Student Services</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Transportation</td>
<td>Transportation Supervisor</td>
<td>School Business Administrator</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Portal</td>
<td>Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td>School Office</td>
<td>Building Administrator/Principal</td>
<td>Assistant Superintendent</td>
<td>Superintendent</td>
<td></td>
</tr>
<tr>
<td>District Policy</td>
<td>Principal</td>
<td>Director of Human Resources</td>
<td>Superintendent</td>
<td>Board of Education</td>
<td></td>
</tr>
<tr>
<td>Residency</td>
<td>Principal</td>
<td>Director of Human Resources</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Office/Taxes</td>
<td>School Business Administrator</td>
<td>Superintendent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities/Buildings</td>
<td>Facilities Office</td>
<td>School Business Administrator</td>
<td>Superintendent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Horseheads Central School District

Contact Information

- District general email address: hcsdinfo@horseheadsdistrict.com
- When calling the district’s main number of 739-5601, press an 8 before entering a four-digit extension.

Administration ................................................................. 739-5601
1 Raider Lane, Horseheads, NY 14845 • www.horseheadsdistrict.com
Board of Education ................................................................. x4201
Superintendent
Thomas J. Douglas ........... tdouglas@horseheadsdistrict.com ........................................ x4201
Assistant Superintendent
Anthony Gill ............... agill@horseheadsdistrict.com ........................................ x4247
School Business Administrator
Katy Buzzetti .............. kbuzzetti@horseheadsdistrict.com .................................................. x4260
Director of Human Resources
Megan Collins .............. mcollins@horseheadsdistrict.com ........................................ x4211
Director of Student Services
Kim Williams ............ kwilham@horseheadsdistrict.com ........................................ x4305
Director of Curriculum/Professional Development
Tiffany Owen ............. tiowen@horseheadsdistrict.com ........................................ x4244
Director of Physical Education & Athletics
Bert Conklin ............. bconklin@horseheadsdistrict.com ........................................ x4254
Director of Facilities
Mike Coghlan ............. mcoghlan@horseheadsdistrict.com ........................................ x4401
Transportation Supervisor
Peter Wilcox .............. pwilcox@horseheadsdistrict.com ........................................ x4501
Food Service Manager
Suzanne Blunt ........... sblunt@gstboces.org .......................................................... x3671

Our Schools

Big Flats Elementary School (Grades PreK-4) ............................................. 739-6373
543 Maple Street, Big Flats, NY 14814
Principal Elizabeth Scaptura ............................................... escaptura@horseheadsdistrict.com
Center Street Elementary School (Grades PreK-4) ........................................ 795-2580
812 Center Street, Horseheads, NY 14845
Principal Patricia Sotero ........................................ psotero@horseheadsdistrict.com
Gardner Road Elementary School (Grades PreK-4) ........................................ 739-6347
541 Gardner Road, Horseheads, NY 14845
Principal Patrick Patterson ................................................ ppaterson@horseheadsdistrict.com
Ridge Road Elementary School (Grades PreK-4) ........................................ 739-6351
112 Ridge Road, Horseheads, NY 14845
Principal Anne Marie Bailey ....................................... ambailey@horseheadsdistrict.com
Horseheads Intermediate School (Grades 5 and 6) ..................................... 739-6366
952 Sing Sing Road, Horseheads, NY 14845
Principal Michael Bostwick ........................................ mbostwick@horseheadsdistrict.com
Asst Principal Robin Doubrava ........................................ rdoubrava@horseheadsdistrict.com
Horseheads Middle School (Grades 7 and 8) ............................................. 739-6357
950 Sing Sing Road, Horseheads, NY 14845
Principal Ron Holloway ........................................ rholloway@horseheadsdistrict.com
Asst Principal Rance Sechrist ........................................ rsechrist@horseheadsdistrict.com
Horseheads High School (Grades 9-12) ..................................................... 795-2500
401 Fletcher St, Horseheads, NY 14845
Principal Karen Donahue ............ kdonahue@horseheadsdistrict.com .......... x1601
Asst Principal Dan Buseck ........................................ dbuseck@horseheadsdistrict.com .......... x1607
Asst Principal Kris Earl ........................................ kearl@horseheadsdistrict.com .......... x1606
Asst Principal Mike McCawley ........................................ mmccawley@horseheadsdistrict.com ... x1620
Guidance Office ............................................................. x1625