



# *Horseheads Intermediate School Student/Parent Handbook 2024-2025 School Year*

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Dear Parents and Students:

This student/parent handbook, published by the Horseheads Intermediate School, is intended to make each school family aware of the expectations, which are to be followed in the building, on the playground, and on the bus. The goal of this handbook is to help each student enjoy his or her educational experience in a safe, respectful, and caring environment as discussed in the Horseheads Central School District Code of Conduct.

**Please read the handbook together and discuss the expectations. When you have finished, sign and return the last page at the end of the booklet.**

Thank you,  
Intermediate School Staff



**Explore**

**Empower**

**Excel**



*Horseheads Central School District*  
Intermediate School Vision

*We believe in a School Community in which...*

***Our Students***

- Seek to make learning fun, relevant, and rewarding while reaching for full potential.
- Aspire to be self-motivated, engaged, and believe in the importance of continuous learning.
- Help create a nurturing, healthy, and safe learning environment with high expectations and positive risk-taking.
- Strive to exhibit the six traits of the district's character education program.
- Collaborate with problem solving, critical thinking, Habits of Mind (HoM), and other 21<sup>st</sup> century skills.
- Support individual student identity within the larger cohesive school community.
- Value a well-rounded education including arts, athletics, and academics.
- Encourage parent involvement.

***The Learning Environment***

- Utilizes effective teaching practices to make learning fun, age appropriate, relevant, and rewarding.
- Creates engaged, self-motivated learners.
- Nurtures a safe and trusting environment that inspires positive risk-taking.
- Promotes a strong sense of character.
- Fosters problem solving, collaboration, critical thinking, HoM, and other 21<sup>st</sup> century learning skills.
- Values individual student identity within the larger school community.
- Pursues a student-centered, well-rounded education which includes arts, athletics, and academics, focusing on the 'whole child.'
- Encourages and supports opportunities for family involvement.

***Families and Community***

- Proudly accept responsibility for their role in the learning process.
- Communicate and collaborate with the school community to foster and support student educational endeavors.
- Work as a team providing resources necessary to achieve excellence in education.

## Code of Conduct

In order to provide a safe and orderly environment, as per the District Code of Conduct, behaviors that endangers the safety, morals, health, or welfare of others will not be tolerated. This includes, but is not limited to:

- Any verbal or physical intimidation or threat to harm another person
- Fighting or causing physical harm to another person
- Possession of items that could be potentially dangerous, i.e. weapons (including knives of any kind)
- Possession of tobacco products (including vapor pens), drugs, or alcohol
- Bomb threat or false fire alarms

The consequences may include, but are not limited to, suspension from school.

In addition, students are expected to adhere to the behavioral expectations of the Code of Conduct, including the dress code.

The **Dress Code** states that “a student’s dress, grooming and appearance, including hair style/color, jewelry, make-up and nails must be safe, appropriate, and not disrupt or interfere with the educational process.” This includes:

1. Students must have sneakers in school daily. Footwear that could be a safety hazard will not be allowed. (**No flip flops, slides or sandals, etc.**)
2. Students should not wear hats or other forms of head coverings which obscure a student’s identity, inside the building during regular school hours except with prior approval for a medical or religious purpose.
3. Ensuring that underwear is completely covered with outer clothing.
4. All clothing should use appropriate language and graphics and not endorse the use of alcohol, tobacco, drugs, and/or encourage other illegal or violent activities.
5. Items such as tube tops, bralettes, crop tops, shirts that are open or cut on the sides, clothing items that are see-through, or extremely brief/revealing garments that may be offensive to others and disruptive to education are not appropriate.
6. Garments are not permitted that are vulgar, obscene, and libelous or denigrate others.

\*For the full District Code of Conduct visit the Horseheads District website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com) and click on Code of Conduct.



## **General School Behavior and Expectations**

### **Student Rights**

All students have the right to a safe, healthy, orderly, and civil school environment.

### **Student Responsibilities**

All students are expected to promptly report violations of the Code of Conduct to a staff member (i.e. threats, property damage, etc.)

1. Students will speak and act respectfully to other children and adults.
2. Students will come to class prepared with required materials and having all classroom assignments and homework completed on time and with pride.
3. Students will follow the expectations and guidelines established in each classroom.
4. Students will respect school property and the property of others.
5. Students will walk quietly in the hall and keep their feet and hands off the walls.
6. All students will sign in and out when leaving the classroom for any reason.
7. Students will be assigned a district laptop for their use in school. It may be brought home at times, but that will not be a daily practice. Students are responsible for the laptop and will be held liable for any damages that may occur.
8. All personal electronic devices are not to be used in school unless designated by the teacher for educational purposes. Devices should be turned off upon arrival and placed in the student's backpack. If devices are seen or heard, they may be confiscated. Parents will need to pick up the device upon second offense. The school district is NOT responsible for investigating or compensating for lost, stolen, or damaged property.
9. Students will attend school regularly and arrive on time. Attendance will be taken multiple times throughout the day.
10. Students will maintain habits of personal hygiene.
11. Chewing gum is not permitted unless the teacher gives permission.

## **Cafeteria Rules and Expectations**

1. Remain seated with your team.
2. Keep hands and feet to yourself at all times.
3. Use your inside voices and manners.
4. Sharing, throwing, or playing with food is not permitted.
5. Make sure your trash is picked up from the table and floor.
6. Listen to and respect all staff.



### **Possible Consequences for Not Following Cafeteria Rules and Expectations**

- Two verbal warnings
- Removal to time out table – teacher will be notified, and student could lose lunch privileges or be assigned lunch detention

\*Serious infractions of school-wide rules (e.g., physical behavior, racial slurs or discrimination, etc.) will result in a consequence given by administrators.



## Playground Expectations

1. To make the playground fun and safe for everyone, the following behaviors are not allowed:
  - Standing on or jumping off the swings or slides
  - Fighting, tackling or rough play
  - Obscene language or gestures
  - Spitting
  - Throwing mulch, snowballs, or ice
  - Gum or candy
  - Climbing poles, snowbanks, or sitting on top of bars
  - Jumping off playground equipment
2. In using the slide, children will:
  - Allow one person on the slide at a time
  - Go down the slide facing forward in a sitting position
  - Not climb up the slide
3. In using the swings, children will:
  - Sit on their bottom
  - Sit with only one person on a swing
  - Stay clear of others swinging
  - Swing only in a forward motion
4. The use of any type of hardball is prohibited, e.g., baseball, softball, lacrosse balls. Tennis balls are approved.
5. Students must request permission to leave the playground. Each teacher will determine the conditions under which students will be allowed to return to the building.
6. Stay in the area designated by their teacher.
7. Shoes that are appropriate for physical education class should be worn on the playground.



## **Consequences for Violating School Expectations**

For behavior that is found to be in violation of the school expectations, one or more of the following options will be enforced.

- ❖ Discussion and warning
- ❖ Denial of privileges
- ❖ Contact parents/guardians
- ❖ Assignment to quiet area at recess
- ❖ Conference with appropriate parties
- ❖ Visit to the principal's office with a conduct report
- ❖ Clean, repair, or pay for damages or loss
- ❖ Lunch detention or in-school suspension
- ❖ Out of school suspension

## **Homework Expectations**

Homework helps students to gain speed and confidence in practicing academic skills. All students will be required to record their assignments and due dates in their assignment pads daily. Parents/Guardians should review these at the end of each school day. In order to do their best, parents are encouraged to help students learn good work habits at home. Students need a quiet, distraction-free place to work at home, as well as necessary supplies to complete assignments. Because of the value and importance of homework as a part of our educational program, teachers may ask parents to sign assignments indicating that you have checked to make sure it's completed.

If your child consistently struggles with homework, please contact your child's teacher. Canvas and Parent Portal is available to review your child's progress, assignments, and absences.

Students are responsible for missed work anytime they are out of the classroom. (i.e. lessons, band, chorus, orchestra, advanced art, clubs, AIS, resource room, absences etc.)



## **Family Vacations**

Absences due to vacation trips are not excused absences. Before making vacation plans, please consult the school calendar. Parents are strongly discouraged from taking their children out of school for family vacations because valuable classroom instructional time can never be replaced by make-up assignments. If parents decide to take their child out of school for vacations, please notify your child's teacher in advance. You *may* be given work ahead of time, but this may be minimal as instructional adjustments are made daily.

Because such extended absences are not excused, students are expected to request their work upon return. An appropriate time frame will be given to complete the assignments. Students should be encouraged by parents to read and write in a journal during their absence from school.

## **Assembly and Concert Manners**

1. Concert attendance is mandatory and expected for chorus, band, and orchestra.
2. All classes will enter the assembly or concert quietly and in an orderly manner. Students should be ready to listen.
3. Students will remain quiet and use good listening habits during the assembly or concert.
4. Students will stay seated unless there is an emergency.



## General Information

1. **School Hours:** 8:25 AM to 2:25 PM. Students may begin to arrive at 7:40 AM. They will be directed to the cafeteria from 7:40 AM – 8:00 AM. The tardy bell rings at 8:25 AM. Students should be picked up promptly at 2:20 PM.
2. **Visitors:** All visitors must sign in and out of the building.
3. **Morning Drop-Off:** For safety reasons, **students must be dropped off at the front of the building. Only buses** are permitted at the back fieldhouse entrance. Students **may not be dropped off or enter** the building before 7:40 AM.
4. **Dismissal Procedures:** Any student dismissed before 2:20 PM will only be dismissed through the Main Office. Parents must enter the building, report to the office and sign the student out. If the adult is someone other than the parent or guardian, there must be an authorizing note from the parent.



In an emergency situation, you may call the school office prior to 1:00 PM if you need to arrange to have your child held from the bus or be dismissed early.

Afternoon pick up time is 2:20 – 2:30 pm and will take place under the front canopy. Students do not need to be signed out.

5. **Health Office Dismissal:** If a child is ill and must be sent home, the student will remain in the Health Office. Parents must sign in and out of the Main Office. The nurse or office staff will release the student directly to the parent/guardian.
6. If you are visiting the school for a meeting, event, or going to the Health Office, please bring your driver's license for our Raptor security system.

Michael Bostwick is the Dignity for All Students Act (DASA) Coordinator at the Intermediate School. Caitlin DeFilippo is the DASA Coordinator for the district. All concerns regarding discrimination, harassment, or bullying should be directed accordingly.

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 Coordinator, or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601

**Please sign and return the last page to  
your child's homeroom teacher.**

We have reviewed the 2024-2025 Horseheads Intermediate School Handbook, and my child has agreed to abide by the District Code of Conduct that has been established.

**Parent/Guardian Signatures:**

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**Student Signature:**

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