

News

August 2017

...of the Horseheads Central School District

Senior Walk

The district held the first annual “Senior Walk” June 12. Seniors chose an elementary school to visit - the school they went to or another of our schools, and donned their cap and gown.

Elementary students lined the halls, and with “Pomp and Circumstance” playing over head, the seniors walked through the halls. Younger students and elementary staff members cheered as they walked. There were high-fives and fist bumps too.

We’re so proud of this opportunity for all students. Younger were able to see where they’re headed if they make sure to go to school and work hard. The seniors found out how proud we all are of their accomplishments.

After the procession, seniors, staff, and parents attended a reception. Schools invited retired staff members as well.

Many thanks to those who made the Senior Walk happen, including our elementary parent-teacher groups.



Congratulations, Class of 2017!

See inside for photos from the graduation ceremony.

Tentative public vote in fall Horseheads 2030

The Horseheads 2030 project to enhance and improve our district’s education and infrastructure continues. We began the project last year with several public meetings about the district’s infrastructure and a large educational committee to look at our mission and vision.

In the fall, we expect to hold a public vote on the first phase of a capital improvement project that will affect all schools.

Information will be mailed to residents, and you can also find information on the project and upcoming vote on our website at www.horseheadsdistrict.com (look for the 2030 logo on the right side of the page).

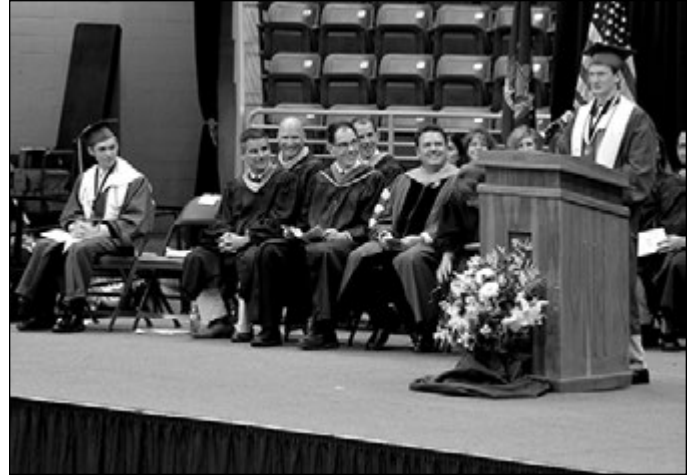
The project was named “Horseheads 2030” because our students entering kindergarten this year are members of the Class of 2030. However, the project aims to benefit all students and our entire community, now and into the future.

If you have questions, please contact us at hcsdinfo@horseheadsdistrict.com or (607) 739-5601, x4295.



Congratulations, Class of 2017!

The 2017 Horseheads High School Commencement Ceremony was held June 24 at First Arena. Congratulations and good luck to all of our graduates.



Valedictorian and Class President Chris Coble addresses the graduates June 24.



Safe Schools Line

To report a concern, rumor, or other safety issue anonymously and confidentially 24 hours a day, call

**795-2044 or
1-800-305-4984**

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

PaySchools to require new accounts for meal payment

PaySchools™, the system the district uses for online meal payment, is in the process of making changes to their interface. As a result, parents will need to set up a new account for their student(s). We apologize for the inconvenience this may cause for parents.

We will be sharing more information as we hear from PaySchools through our schools, website, and social media.

If you have questions, please contact the Food Service Office at (607) 739-5601, x3671 or email hcsdinfo@horseheadsdistrict.com.





Left to right: Thomas Clark, Katelyn Leipham, Karl Hauptman, Kolby Reasons, Schuyler Swartz



Marie Sheahan (left), Brandon Blauvelt



Hunter Perez



Left to right: Olivia Davis, Erin McCawley, Michela Shutts, Micayla Monks, Kathryn Kane



Left to right: Justin Swarthout, Talon Moore, Hunter Grantier



Mackenzie Bailey (left), Katelyn Nelson

See more photos on pages 4-5.

Congratulations, Class of 2017



*Taylor
Woollever-Frost
(left), Dhara
Patel*



Left to right: Shawn Perry, Matt Corcoran, Curtis West, Austin Webster



Left to right: Jack Mosier, Kirsten Morse, Tyler Morehouse



*Camden Layton
(left), Kasey
Laury*



James Pawlak



Left to right: Megan Phillips, Destiny Petty, Makenzie Peterson, Kenneth Peterson



*Danielle
Martin (left),
Katie Marshall*



*Emily Baker
(left), Destiny
Young*



*Left to right: Nate Kastenhuber, Brandon Ward, Nathan Klinko,
Nate Watts, Luke Gromer*



*Left to right: Lizza Hartman, Samuel Kubnel, Maxwell Kubnel,
James Parker*



*Front: Nate
Nalbach
Back, left to
right: Cameron
Murray, Jillian
Murray,
Abigail Mosley*



Left to right: Rachel Wallisky, Ava Hameister, Sieun Park

Horseheads alumni gathered July 15

A group of Horseheads alumni coordinate the Alumni Association, sending out two newsletters a year and coordinating an annual alumni gathering the third Saturday in July.

This year's gathering was July 15 and brought together alumni from near and far to the Horseheads American Legion.

All former Horseheads students are invited to join the Alumni Association. To join, send a check for \$5 to the Horseheads Alumni Association, PO Box 285, Horseheads, NY 14845.

For more information, contact Pat Gross at (607) 739-7334.

If you'd like to have the fiberglass horse at your reunion or other school-related event, please contact

Arland Phillips at (607) 739-1865.



Alumni Mary Sue Skelly (left), the alumni gathering's emcee this year, and George Hartman, alumni association president.



The 2017 Alumni Gathering was held at the Horseheads American Legion July 15.



District Superintendent Tom Douglas speaks with Rose Tolbert, Horseheads alum and retired teacher and administrator.

On-line newsletter

To receive the newsletter on-line, please go to our website at www.horseheadsdistrict.com. In the Featured Links at the left side of the page, click on "E-Newsletter Sign-Up."

When a new edition of the newsletter is uploaded to our website, you will receive an e-mail with a link that will take you directly to the newsletter.

Please note that some information, including budget information, is required by law to be sent to all district residents, so you will still receive those documents by postal mail.



About the 2017-18 calendar

The district's 2017-18 calendar is on the next page. Here are some important things to note about the calendar:

- The months are listed horizontally, not vertically as in past years.
- The conference days are not indicated on the calendar months, but rather in a list at the bottom center of the page.
- "Giveback days," or no school days due to unused snow days, are listed on the calendar, rather than the district announcing them later in the year.

If the district uses more days than allotted, those days will revert back to days in session. We will announce that information at the time, if necessary. Information on snow days is on the bottom right.

If you have questions about the calendar, please e-mail hcsdinfo@horseheadsdistrict.com or call 739-5601, x4295.

2017-18 School Calendar

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
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26	27	28	29	30		

DECEMBER						
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24	31	25	26	27	28	29
						30

JANUARY						
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28	29	30	31			

FEBRUARY						
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MARCH						
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25	26	27	28	29	30	31

APRIL						
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29	30					

MAY						
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20	21	22	23	24	25	26
27	28	29	30	31		

JUNE						
S	M	T	W	T	F	S
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24	31	25	26	27	28	29
						30

School Not in Session:




Labor Day	9/4
Columbus Day	10/9
Veterans Day	11/10
Thanksgiving Break	11/22 - 11/24
Winter Recess	12/25 - 1/1
Martin Luther King, Jr Day	1/15
President's Day	2/19 - 2/20
Good Friday	3/30 - 4/2*
Spring Recess	4/23 - 4/27*
Memorial Day Recess	5/25 - 5/28*

*** Pending the use of Snow Days**

½ Days (A.M.)	
6/19/18	(7 - 8 Only),
6/20/18	(PreK - 8 Only)
6/21/18	(PreK - 6 Only)
Full Days Off	
1/26/18	(7 - 12 Only)
6/15/18	(PreK - 6 Only)
6/21/18	(7 - 8 Only)

Parent/Teacher Conference
½ Day A.M. (PreK - 6 Only)
Nov. 9, 2017
Full Day (PreK - 6 Only)
Nov. 17, 2017

LEGEND

	Conference Days (9/5, 10/20, and 3/9)
	Schools Closed*
	Regents Exams (Tentative)
Priority of Make-up Days*	
If 1 snow days	No Change
If 2 snow days	No Change
If 3 snow days	No Change
If 4 snow days	April 2, 2018
If 5 snow days	May 25, 2018
If 6 snow days	April 27, 2018
If 7 snow days	April 26, 2018
If 8 snow days	April 25, 2018
If 9 snow days	April 24, 2018
If 10 snow days	April 23, 2018
Last Day: 7-8: 6/20/18	
Last Day: PreK-6: 6/21/18	

First Day of School PreK - 9:
Wednesday, September 6, 2017

First Day of School 10 - 12:
Thursday, September 7, 2017

Approved by the Board of Education: 3/23/17



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.

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



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 kwilliam@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@gstbooces.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 ppatterson@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

Required notice of certain board policies

The Horseheads Central School District has hundreds of policies regarding the operation of the district. The Board of Education develops and oversees the enforcement of these policies. All school board policies are public information. The district is required to publicize certain policies and regulations annually to parents, students, and the community.

To view all of the board's policies, visit the district's web site at www.horseheadsdistrict.com.

0110: Sexual Harassment

The Board of Education recognizes that sexual harassment of students and staff, including that based on gender and/or sexual orientation, is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment, including that based on gender and sexual orientation. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur staff to student, student to staff, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student, employee, or any other individual associated with the school.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student or an employee has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

A committee of administrators, teachers, parents, students and the school attorney shall be convened annually to review this policy's effectiveness and compliance with applicable state and federal law, and to recommend revisions to Board.

0115: Dignity for All Students Act

The Board is committed to providing a school environment that is free from harassment, bullying and discrimination. Harassment, discrimination, intimidation or bullying and acts of cyberbullying, as defined by New York Education Law Article Two and the Regulations of the Commissioner §100.2 by students, staff or visitors toward students are strictly prohibited. Therefore, in accordance with such laws and regulations, conduct of this nature is subject to discipline in accordance with the District's Code of Conduct and the Internet Safety and Acceptable Use Policies.

Reports of harassment, bullying and discrimination shall be made to the Building Principal, Superintendent or the Principal's or Superintendent's designee. Students and parents/guardians may make an oral or written report of harassment, bullying or discrimination to District teachers or administrators.

District employees who witness harassment, bullying or discrimination, or who receive an oral or written report of harassment, bullying or discrimination, shall promptly orally notify the Building Principal, Superintendent or the Principal's or Superintendent's designee or the Dignity Act Coordinator, no later than one school day after such employee witnesses or receives a report of harassment, bullying or discrimination. After oral notification, the District employee shall file a written report with the Building Principal, Superintendent or the Principal's or Superintendent's designee not later than two school days after making the oral report.

The Building Principal, Superintendent or the Principal's or Superintendent's designee shall lead or supervise a thorough investigation of all reports of harassment, bullying or discrimination, and ensure that said investigation is completed promptly after receipt of any written reports made.

In the event an investigation verifies harassment, bullying or discrimination, the District shall take prompt actions reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom such harassment, bullying or discrimination was directed. Retaliation against any individual who, in good faith, reports or assists in the investigation of harassment, bullying or discrimination, is strictly prohibited.

Individuals whose behavior is found to be in violation of this policy will be subject to discipline or removal from the premises in accordance with school policy, including the Code of Conduct. If appropriate, individuals may also be referred to law enforcement officials.

The Building Principal shall make a regular report on data and trends related to harassment, bullying and discrimination to the Superintendent.

The Superintendent shall establish procedures and guidelines that will include, but not be limited to, staff training and professional development, the method of reporting an incident believed to be in violation of this policy, the procedure for investigation and the prohibition of retaliation for reporting an incident. The District shall also provide required instruction supporting development of a school environment free of harassment, bullying and discrimination having an

emphasis on discouraging acts of harassment, bullying (including cyberbullying) and discrimination and including instruction in the safe, responsible use of the Internet and electronic communications.

The Board will review this policy from time to time, but no less than annually, and will make any necessary modifications as required by the applicable laws and regulations.

This policy and any amendments or addendums shall be published in the student handbook and on the District website. At least once each school year, the District shall provide all school employees, students and parents or persons in parental relation with a written or electronic copy of this policy and any other policy created by the District in compliance with the Dignity for All Students Act.

If the Superintendent or Principal designates a staff member to receive oral or written reports of harassment, bullying, or discrimination, then the Superintendent or Principal shall publish the name and title of the designee to the school community as an addendum to this policy.

5020.2: Discrimination/Racial Harassment of Students

The Board of Education is committed to safeguarding the rights of all students within the school district to learn in an environment that is free from racial* discrimination, including racial harassment. The Board recognizes that racial harassment of students can originate from a person of the same or different race of the victim including peers, employees, Board members or any individual who foreseeably might come in contact with students on school grounds or at school-sponsored activities.

Racial harassment of students consists of different treatment on the basis of race and is recognized in two different forms:

1. when the district's employees or agents, acting within the scope of official duties, treat a student differently than other students solely on the basis of race; or
2. when the education environment is not kept free from discrimination because the harassing conduct is so severe, pervasive or persistent that it interferes with or limits the ability of a student to participate in or benefit from the services, activities or privileges provided.

continued next page

Required notification of board policies, continued

The Board also prohibits any retaliatory behavior against complainants or any others because they have participated in a school-sponsored investigation. Also prohibited is any retaliatory behavior against any person who has complained, testified, or assisted in a complaint of discrimination under state or federal law.

Any student who believes that he/she has been subject to racial harassment should report the alleged misconduct immediately, pursuant to 5020.2-R, so that corrective action, up to and including discharge of an employee or suspension of a student, may be taken at once. The complainant shall not be discouraged from reporting an incident of alleged racial harassment. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any racial harassment, will ensure that an investigation is promptly commenced by appropriate individuals.

The Superintendent of Schools is directed to develop and implement specific procedures on reporting, investigating and remedying allegations of racial harassment. Such procedures are to be consistent with any applicable provisions contained in the district's policy manual, collective bargaining agreements, the tenure laws as well as other federal and state laws on racial harassment. Training programs shall be established for students and employees to raise awareness of the issues surrounding racial harassment and to implement preventative measures to help reduce incidents of racial harassment.

A copy of this policy and its accompanying regulation is to be distributed to all personnel and students and posted in appropriate places.

**For the sake of simplicity and clarity, the term "race" shall be used throughout this policy to refer to all forms of discrimination prohibited by Title VI--that is, race, color, and national origin.*

5100: Comprehensive Student Attendance

A. Statement of Overall Objectives:

The Horseheads Central School District sets high standards for all students. It is our philosophy that the Horseheads Central School District is responsible to allow for the maximum development of each student's intellect, character, personality, and aesthetic, physical and social potential. In conjunction with

the responsibilities of our school district, it is the responsibility of each student to be in school and in class at all times. There is a known correlation between attendance and academic performance and, with this in mind, the School District has developed this Comprehensive Student Attendance Policy.

The objectives of the Comprehensive Attendance Policy are:

1. To accurately track the attendance, absence, tardiness, and early departure of students to and from school;
2. To ensure student attendance in classes so that students may achieve State mandated education standards;
3. To track students' location for safety reasons and to account to parents regarding the location of their student(s) during school hours;
4. To identify and address attendance patterns;
5. To verify that individual students are complying with education laws relating to compulsory attendance;
6. To accurately record daily attendance for State aid purposes.

B. Description of Strategies to Meet Objectives:

The School District will:

1. Maintain an accurate register of attendance for each student to record attendance, absence, tardiness, and/or early departure.
2. Utilize a data analysis system to track individual student attendance and to identify attendance patterns.
3. Develop early intervention strategies to improve school attendance.
4. Review on an annual basis the Comprehensive Attendance Policy and the building-level student attendance records.

C. Definitions

Whenever used within the Comprehensive Attendance Policy, the following terms shall mean:

1. Scheduled instruction: Every period that a student is scheduled to attend an instructional class during the course of a school day during the school year. At the elementary and middle school level, this is every class excluding lunch. At the high school level, this is every class excluding lunch and activity period.

2. Absent: The student is not present for more than half of the period of the student's scheduled instruction.
3. Tardy: The student arrives later than the starting time of the student's scheduled instruction.
4. Early departure: The student leaves prior to the end of the student's scheduled instruction with approval.
5. Excused: Any absence, tardiness, or early departure for which the student has a valid school-approved excuse. Such excused absences shall include, but are not limited to, personal illness, illness or death in the family, impassable roads due to inclement weather, religious observance, quarantine, required court appearances, approved college visits, or other such reasons as may be approved by the building administrator.
6. Unexcused: Any absence, tardiness, or early departure for which the student has no valid school-approved excuse. Such unexcused non-appearance shall include, but are not limited to, family vacation, skipping class, oversleeping, or any other absence that is not excused.

class, whether through tardiness or early departure.

- ii. Students suspended from school will not be marked absent.
 - iii. Students who are not in class due to a school-related activity such as sporting events, field trips, AP exams, music lessons, or any other such reasons approved by the building administrator will not be marked absent.
- b. In order to prevent loss of credit for failure to attend, the district will take the following steps:
- i. The parent(s) and/or person in parental relationship will be notified by an automated phone message when the student is marked absent.
 - ii. After a student has been marked absent for the third time in a class, the instructor shall attempt to notify the student and his/her parent(s) or person in parental relation, informing them of the attendance policy in regards to course credit as well as the importance of class attendance. The teacher will document the notification.
 - iii. A student and his/her parent(s) or persons in parental relation will be advised each marking period as to the status of their student's attendance. This notification will be included on the student's progress report. [The school's attendance policy regarding course credit and the actual number of classes the student may miss before forfeiting the right to earn credit is published in the student handbook and on the progress report.]

D. Coding System

A record of each student's attendance including absence, tardiness, and early departure shall be kept in a register of attendance, which includes the components mentioned in the Commissioner's Regulations. An absence, tardiness, or early departure will be entered as "excused" or "unexcused" along with the District code for the reason. Administration will establish procedures and a coding system for use throughout the district in accordance with the Commissioner's Regulations.

E. Intervention Strategy Process – Incentives/ Disciplinary Sanctions

1. Minimum Attendance for Course Credit
 - a. A student must be noted as present for 80% of a course's scheduled classes in order to earn course credit.
 - i. For purposes of minimum attendance requirements, a student shall not be counted as present for a class if the student misses more than half of the

2. Notice of Absences

If deemed necessary, parents/persons in parental relation will be notified by a building administrator to discuss their child's absences, tardiness, or early departures and the importance of class attendance and appropriate interventions. The school principal and staff will address procedures to implement the notification process to the parent/person in parental relation.

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Required notification of board policies, continued

3. Disciplinary Procedures

The pupil may be subject to disciplinary procedures for unexcused absence, tardiness, or early departure, including verbal and written warnings, detentions, in-school suspensions, and loss of extra-curricular privileges.

4. Intervention Strategy Development

The Building Principal shall meet with other administrators, teachers, and support staff as the Principal determines necessary to review student attendance records, address identified patterns of unexcused pupil absence, tardiness and early departure, and review current building intervention strategies. When determined that existing intervention policies or practices are insufficient, the Principal shall share these findings with the Site-Based Team.

The Principal will also notify the Board of Education prior to the annual review of the Comprehensive Student Attendance Policy.

F. Attendance Supervision Officer

The Attendance Clerk, in conjunction with the Building Principal, is responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness, and early departure consistent with the Comprehensive Attendance Policy.

5311.3: Student Complaints and Grievances

The Board of Education believes it is necessary that students be made aware of the behavior that is expected of them, as outlined in district policies on school conduct and discipline. They shall also be given an opportunity to be heard on complaints and grievances they may have.

A student filing a complaint or grievance alleging that there is an action affecting them which is prohibited by Title IX and/or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with information regarding the prompt and equitable resolution of the complaint or grievance. Furthermore, a student shall have the right to present complaints and grievances in accordance with the procedure free from coercion, interference, re-

straint, discrimination or reprisal.

Building Principals are responsible for ensuring that appeal procedures are incorporated into discipline codes, explained to all students, and provided to all parents on an annual basis.

Annual Notification

At the beginning of each school year, the district shall publish a notice of the established grievance procedures for resolving complaints of discrimination due to sex and/or disability to parents/guardians, employees, eligible students and the community. The public notice shall:

1. inform parents, employees, students and the community that vocational education programs are offered without regard to sex, race, color, national origin or disability;
2. provide the name, address and telephone number of the person designated to coordinate activities concerning discrimination due to sex and/or disability;
3. be included in announcements, bulletins, catalogues, and applications made available by the district.

The Superintendent of Schools shall establish regulations and procedures for presenting problems or appealing decisions which affect individual students, in accordance with applicable statutory requirements, and for the resolution of complaints or grievances which may affect the student body.

5311.3-R: Student Complaints and Grievances Regulation

Definitions

1. *Grievant* shall mean a student who alleges that there has been a violation of Title IX or Section 504 of the Rehabilitation Act or the Americans with Disabilities Act (ADA) statute or regulations which affect him/her.
2. *Grievance* shall mean any alleged violation of Title IX, Section 504 or the ADA statute or regulations.
3. *Compliance Officer* shall mean the employee designated by the Board of Education to coordinate efforts to comply with and carry out responsibilities under Title IX, Section 504 or the ADA.

4. *Representative* shall mean any person designated by the grievant as his/her counsel or to act in his/her behalf.

Individual complaints and grievances shall be handled in accordance with the following guidelines:

1. For informal conciliation, students should confer with the appropriate teacher or school personnel to achieve prompt resolution. Students may appeal to the highest authority in the school building, i.e., the Building Principal, who has the final determination on all such matters.
2. For resolution of matters where appeal procedures are prescribed by statute, e.g., student suspensions, the prescribed course of action will be followed.
3. On issues affecting the student body, students may address the student government or student council in order to resolve such matters. Students may be afforded a conference with the Building Principal in accordance with the rules and procedures established by the student government.
4. The resolution of student complaints alleging any action prohibited by Title IX, Section 504 or the ADA shall be dealt with in the following manner:

Stages

A. Stage I - Compliance Officer

1. Within 30 days after the events giving rise to the grievance, the grievant shall file a grievance in writing with the Compliance Officer. The Compliance Officer may informally discuss the grievance with the grievant. He/She shall promptly investigate the complaint. All employees of the school district shall cooperate with the Compliance Officer in such investigation.
2. Within 15 days of the receipt of the grievance, the Compliance Officer shall make a finding in writing that there has or has not been a violation of Title IX, Section 504 of the Rehabilitation Act or the ADA. In the event the Compliance Officer finds that there has been a violation, he/she shall propose a resolution of the complaint.
3. If the grievant is not satisfied with the finding of the Compliance Officer, or with the proposed resolution of the grievance, the grievant may, within 15 days after he/she has received

the report of the Compliance Officer, file a written request for review by the Superintendent.

B. Stage II - Superintendent of Schools

1. The Superintendent may request that the grievant, the Compliance Officer, or any member of the school district staff present a written statement to him/her setting forth any information that such person has relative to the grievance and the facts surrounding it.
2. The Superintendent shall notify all parties concerned as to the time and place when an informal hearing will be held where such parties may appear and present oral and written statements supplementing their position in the case. Such hearing shall be held within 15 school days of the receipt of the appeal by the Superintendent.
3. Within 15 days of the hearing, the Superintendent shall render his/her determination in writing. Such determination shall include a finding that there has or has not been a violation of Title IX, Section 504 of the Rehabilitation Act or the ADA, and a proposal for equitably resolving the complaint.
4. If the grievant is not satisfied with the determination of the Superintendent, the grievant may, within 15 days after its receipt, file with the Clerk of the Board of Education, a written request for review by the Board.

C. Stage III - Board of Education

1. When a request for review by the Board has been made, the Superintendent shall submit all written statements and other materials concerning the case to the President of the Board.
2. The Board shall notify all parties concerned of the time and place when a hearing will be held. Such hearing will be held within 15 school days of the receipt of the request of the grievant. All parties concerned shall have the right to present further statements and testimony at such hearing.
3. The Board shall render a decision in writing within 15 days after the hearing has been concluded.

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Required notification of board policies, continued

Distribution of the Grievance Procedure

A copy of the procedure shall be distributed to all employees and to all students or their parents/guardians. A copy of this procedure shall be available for public inspection at reasonable times with the District Clerk or at the office of the Compliance Officer.

5450.1: Notification of Sex Offenders

The Board of Education acknowledges the efforts of local law enforcement to notify the district when a person with a history of sex offenses against a child is being paroled or released into the community, in accordance with the provisions of the Sex Offender Registration Act, commonly known as Megan's Law. The purpose of this notification is to protect members of the community, particularly children, by notifying them of the presence of individuals in their midst who may present a danger. Consistent with its duty to protect students under its care, the district shall cooperate with local law enforcement agencies in this endeavor.

Any information provided by local law enforcement officials pursuant to Megan's Law shall be posted in an appropriate location in all school buildings. In addition, the Superintendent of Schools shall ensure the dissemination of any such information to all staff who might come into contact with the offender in the course of doing their jobs, including Building Principals, staff who issue visitors' passes, bus drivers, custodians, playground monitors, security personnel, and coaches. All other staff members and community residents shall be informed of the posting requirement for such information established by this policy and of the availability of the information, upon request. Community residents shall also be reminded of the security measures and personal safety instruction provided at school. All staff requests for information provided by the law enforcement agencies shall be directed to the Building Principal. Requests for information from community residents shall be directed to the District Clerk.

The Superintendent shall establish any necessary regulations for implementing this policy with the advice of the school attorney.

This policy shall be disseminated at least once a year to all district residents.

5500: Student Records

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

Education Records: Any records (in handwriting, print, tape, film, microfilm, microfiche or other medium) maintained by the school district, an employee of the district or an agent of the district which is related to a student, except:

1. Any personal records kept by a school staff member which meet the following tests:
 - (a) It was made as a personal memory aid;
 - (b) It is in the personal possession of the individual who made it;
 - (c) Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.
2. Employment records which are used only in relation to a student's employment by the school district. (Employment for this purpose does not include activities for which a student receives a grade or credit in a course).

3. Alumni records which relate to the student after he or she no longer attends classes provided by the school district and the records do not relate to the person as a student.

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

School official: a person who has a legitimate educational interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook or other school bulletin or publication. This notice will also be provided to parents, guardians, and students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;

3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

The annual notice will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district will provide translations of this notice, where necessary, to parents, guardians and students in their native language or dominant mode of communication.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number three (3) above.

Directory Information

The Board designates certain categories of information as "directory" information: student 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

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Required notification of board policies, continued

received, most recent school attended, class schedule, photograph, including video recordings, and e-mail address.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the “directory information” designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the “opt-out,” it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

To view all of the district’s policies...

- Visit the district’s website at www.horseheadsdistrict.com.
- Click on ‘Board of Education’ from the menu near the top of the page.
- When the Board of Education site opens, click on ‘Board Policies’ from the menu on the left.

Questions? Email hcsdinfo@horseheadsdistrict.com or call (607) 739-5601, x4201.

Child Find Notice

Notice is hereby given to all district residents with children between birth and age 21: If your child is disabled or you suspect s/he may be disabled, you may be entitled to special education and related services without cost to you.

Please contact the Student Services Office at 739-5601, x4301, to register your child or to obtain further information.

This notice is in compliance with IDEA Child Find requirements, Educational Law 4402 (1) (a).

Please send us information

If you live in the district and have a young child, share your child’s information with us so that we can contact you when your child is eligible for pre-kindergarten and kindergarten.

Please send your child’s name, birthdate, parent(s)’ name(s), address, and phone number to hcsdinfo@horseheadsdistrict.com.

Questions? E-mail hcsdinfo@horseheadsdistrict.com or call 739-5601, x4251.

Reminder to parents...

If you move within the district, we require two proofs of residency when you submit the address change. We accept the following:

- Bank contract or mortgage agreement with name and address showing home purchase
- Signed rent or lease agreement with landlord’s name, address, and telephone number, or DSS processed landlord statement
- Most recent utility bill (electric, phone, etc)
- Receipt for gas/electric/phone service
- Driver’s license or state ID card with picture showing current district address
- Currently active bank account/checkbook statement with name and address imprinted
- Payroll stub with address

Questions? Call 739-5601, x4251.



Office of Children and Family Services

To report child abuse or neglect, call toll free

1-800-342-3720 or

ocfs.ny.gov/main/cps

Learn more about the district...

- Visit www.horseheadsdistrict.com
- Like us on Facebook - the district and our seven schools have pages
- Follow us on Twitter: *Hhds.Schools*
- Follow us on Instagram: *hhdsschools*



First days of school...



School begins September 6 for grades PreK-9, and September 7 for grades 10-12.

Events

- | | |
|--------------|---|
| September 5 | Gardner Road Pre-K Meet and Greet, 2pm; Ridge Road Pre-K/K Sneak Preview, 2:30pm; Center Street Open House/Sneak Peek, 4:30pm |
| September 6 | First Day of School, grades PreK-9 |
| September 7 | First Day of School, grades 10-12; Ridge Road PTO, 6:30pm |
| September 8 | Gardner Road Back to School BBQ, 4pm |
| September 11 | Beginner Strings Night, Intermediate School Cafeteria, 5:30pm; |
| September 12 | Intermediate School Open House, 6:30pm |
| September 13 | Gardner Rd Principal Chat, 5:30pm, PTO, 6pm; Big Flats PTO, 6:30pm |
| September 14 | High School Financial Aid Information Session, Auditorium, 6pm; High School Parents' Night, 7pm |
| September 19 | High School Parent Advisory Council, Cafeteria, 9am; Ridge Rd Open House, 6:30pm; Intermediate School PTO, 6:30pm |
| September 20 | Gardner Road Open House, 6:30pm |
| September 21 | Center Street Picture Day; Intermediate School Ice Cream Social, 6:30pm |
| September 22 | Gardner Road Picture Day; Ridge Road Fall Festival, 6pm |
| September 23 | Ridge Road Fun Run, 9am; High School Homecoming Game (1:30pm) and Dance (7:30pm) |
| September 26 | Senior Class Magazine Sale begins (ends October 12) |
| September 27 | Middle School PTO, 5:30pm; Middle School Open House, 6:30pm |
| September 28 | Board of Education Meeting, Intermediate School, 6pm |
| September 29 | Intermediate and Middle School Picture Day |
| October 3 | Big Flats PTO, 6:30pm; Center Street PTO, 6:30pm |
| October 6 | Big Flats PTO Color Run, 5:30pm |
| October 9 | No School, Columbus Day |

Horseheads Central School District
One Raider Lane • Horseheads, NY 14845
(607) 739-5601, x4295

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Sadler; Angelique Lapijan (student
representative)

Superintendent

Dr. Thomas J. Douglas

Contact

Susan Pirozzolo, (607) 739-5601, x4295
supirozz@horseheadsdistrict.com