

News

August 2018

...of the Horseheads Central School District

Building Our Future Now

District-wide capital project underway

The district-wide capital improvement project, approved by voters in October 2017, is underway. The project, known as “Horseheads 2030: Building Our Future Now,” has been in the planning stages since 2016.

After voters approved the project, the district began planning and submitting plans for portions of the project to the New York State Education Department (SED), as is required by law. The project has been divided into several phases, and much of the current work focuses on improving safety.

In this initial phase of the project, the scope of work at the elementary schools and part of the High School deals with basic infrastructure, including roof replacement, parking lot repair/replacement, heating/ventilating, etc. Plans for these projects were submitted to SED soon after the project was approved, and SED approval came back in time for the district to bid out the projects and for some construction to begin as soon as school ended in June.



The parking lot at Gardner Road, which was at the end of its useful life, is being replaced and will create better traffic flow and a safer parking area for students, staff, and parents.

Big Flats

Roof replacement at Big Flats is nearing completion, in coordination with heating/ventilating reinstallation and replacement. Sidewalks will be repaired, and playground pavement areas replaced. Electrical panels and drinking fountains will also be replaced and/or upgraded. After this work is complete, exterior doors will be replaced and emergency lighting installed.

Future work includes entranceway improvements, traffic flow and parking lot improvements, and playground upgrades.

Center Street

Center Street’s roof is currently being replaced. Heating and ventilating units are being upgraded, and ductwork and lighting in the cafeteria and gym are being replaced. Sidewalks and playground pavement are being repaired, and new emergency lighting is being installed.

Future work includes boiler and heating/ventilating upgrades and playground and traffic flow improvements.

Congratulations, Class of 2018!



Graduation 2018 was June 23 at First Arena in Elmira. Above are graduates (left to right) Jesse Johnson, Collin Jewell, Ziasha Jenkins, and Brianna Kelsall. See more photos inside.

continued on page 2

Capital project, continued

Gardner Road

Gardner Road is undergoing the most extensive exterior work because it was in need of the most work. The parking lot is in the process of being completely replaced to bring it to current standards and to improve safety and traffic flow. New storm chamber systems have been installed. New light poles will also be installed, and sidewalks will be repaired.

The critical work on the parking lot will result in separate lanes for buses and parent drop-off.

Ceilings in the K wing, main office, and corridors have been removed to install new heating/ventilating ductwork and plumbing. Corridor ceilings will be raised to a more standard level when reinstalled.

Ceilings will not be complete when school begins because more work is to come, including technology improvements

Future work includes new exterior doors, playground upgrades, main entrance improvements, more roofing, and technology improvements.

Ridge Road

The boiler at Ridge Road is original to the building. It is currently in the process of being replaced with a high efficiency hot water boiler.

The playground equipment near the corner of Ridge and Wygant roads is being moved further from the road, and a new, vehicle-restraining safety fence is being installed to increase safety.

Like our other elementary schools, Ridge Road will also see emergency lighting upgrades, playground pavement and sidewalk repair, and exterior door replacements.

Future work includes traffic flow improvements, more roofing, and main entrance improvements.



Portions of the roof at Big Flats have been replaced this summer.



Gardner Road will have new heating/ventilation and ductwork. All corridor ceilings will be raised when reinstalled.

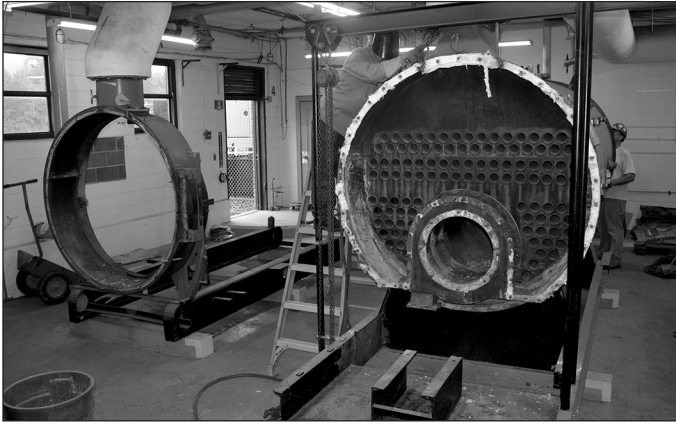
High School

This summer, some areas of the roof were replaced on the South Wing.

The major portion of the High School project is more extensive than the elementary portion and includes renovations of many classrooms, a new library and several hallway connections to improve student traffic flow, as well as exterior improvements in the area of safety and security with a new main entrance, parking, and the start of a new multi-purpose stadium. Planning for this phase of the project began soon after voter approval, with several design/user



Portions of the ceiling at Ridge Road and all our elementary schools are being replaced to allow for new ductwork and other mechanical devices.



The steam boiler at Ridge Road, original to the building, is being removed. It will be replaced with a more efficient model in this first phase of the project.



The ceiling at Center Street is removed in preparation for new ductwork and new roof drains.

groups meeting to discuss critical needs and preferences for the renovations

The plan for the High School phase is to submit to SED early this fall, with construction scheduled to begin as soon as possible upon SED approval. Construction for the High School phase is expected to begin in late Spring 2019 and tentatively to be complete by 2021.

Middle/Intermediate Complex

The project also includes work at the Middle/Intermediate complex, which will begin after the

High School portion of the project begins. Work at these schools includes science, technology, and art classroom upgrades; cafeteria expansion; kitchen upgrades; some roofing; heating/ventilating upgrades; exterior lighting and electrical upgrades; and playground improvements on the Intermediate School side.

District-Wide Technology Project

Technology upgrades in our elementary schools, similar to the work completed at the High School and Middle/Intermediate complex, make up the second portion of the capital project. The plan for this work was submitted to the state in the spring. The district received approval June 1, and the project was put out to bid in late July.

This work includes new data closets and network data cabling, network and wireless infrastructure upgrades, and security video surveillance improvements at the four elementary schools, and a new district-wide phone system. Construction will be taking place throughout the course of the year and is tentatively expected to be completed by fall 2019.

Transportation Department

At the Transportation Department, summer work included lighting upgrades, electrical panel upgrades, and drainage repair. Future projects include heating/ventilating work, exterior improvements, overhead door upgrades, and traffic flow and parking improvements.

For more information and updates, please visit our website at www.horseheadsdistrict.com.



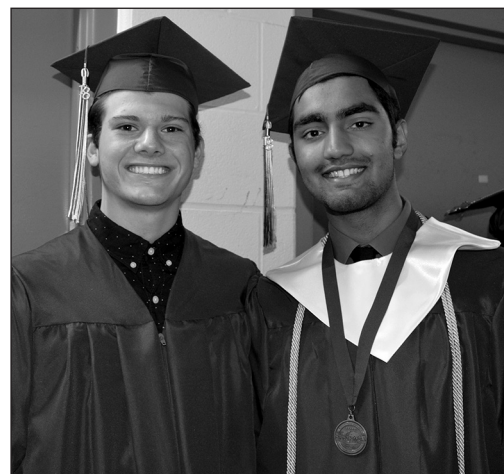
Many roofs on district buildings were at the end of their useful life. A new roof is being installed at Center Street (above), as well as portions of the High School South Wing (below), Big Flats, and Ridge Rd.



Congratulations, Class of 2018



Left to right: Bevin Mannelpillai, Brenster Marshall, Katie Maher, Hannah Liden, Nick Luciano



Collin Perry (left), Sunny Patel



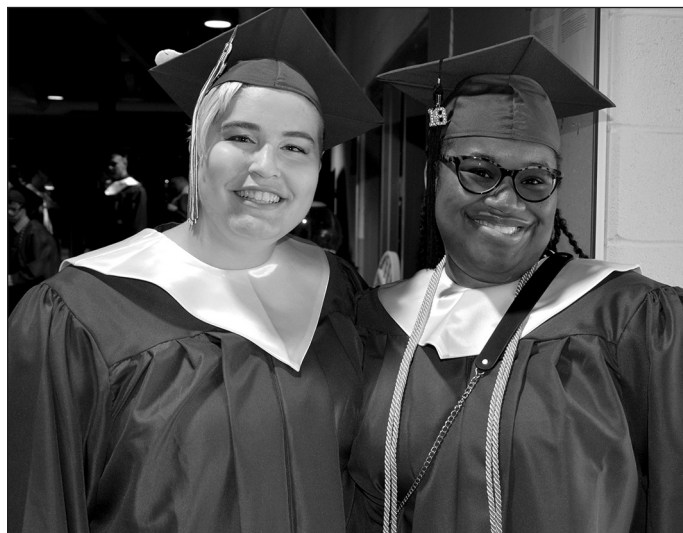
Serena VanOsdol reacts to receiving her diploma.



Left to right: Emily Cunningham, Maddie Smith, Kaylin Quanz, Sierra Abernathy



Seniors move their tassels from one side of their caps to the other, signifying their graduation from high school. Congratulations!



Emily Pinto (left) and Faith Terry



Left to right: Kalanna Lester, Kasey Lenzner, Dominique Pesesky



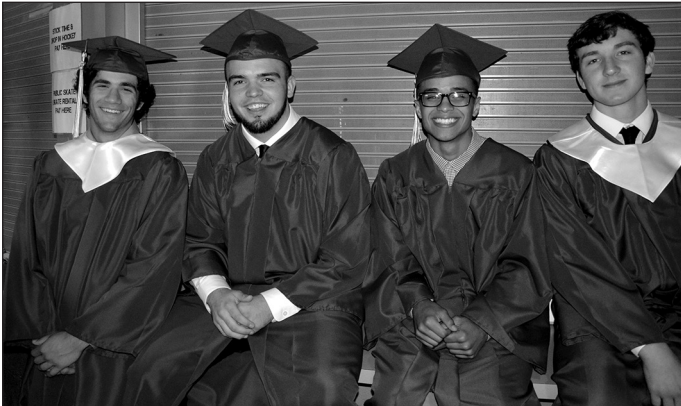
Left to right: Brianna Kelleber, Selina Grose, Michael Griffiths, Joshua Hall, Maxwell Gregory, Brianna Ketter



Left to right: Kayla Knapp, Alicia LaCorazza, Karter Kremer



Left to right: Lindell Williams, Ben Sullivan, Maryn Sonsire, Allie Strollo, Alaina Strife, Christina Samodal, Halie Saunders



Left to right: Tony Burlingame, Austin Sexton, Tyrese Ungvarskey, Bryson Balash



Left to right: Victoria Riina, Alli Richmond, Rebekeah Rendino, Liam Rathbun

Second annual Senior Walk June 5

Seniors return to elementary schools

The second annual Senior Walk was held June 5 at Big Flats, Center Street, Gardner Road, Ridge Road, and Saint Mary Our Mother schools.

Seniors put on their graduation caps and gowns and paraded through the schools while the students lined the halls to cheer and give them “high-fives” to celebrate their graduation. The younger students also had the opportunity to see what their future might be when they finish high school.



Seniors and pre-kindergarten parade leaders ready for the Senior Walk at Big Flats June 5.

After the walk, seniors gathered at the school for refreshments, photos, and visits with former teachers. Senior parents were welcome as well.

Senior Walk 2019 is set for June 19, so seniors and senior parents, mark your calendars!



Senior and now graduate Sean Call at the Gardner Road Senior Walk June 5.

About the newsletter

This edition of our newsletter is sent to all of our residents, even if you signed up to receive it online. This is because the policy information on pages 10-18 is required by the state. Sharing budget information is also required, so the May budget newsletter is also sent to all residents.

Additional editions of the newsletter are available online. To receive these editions, please go to our website at www.horseheadsdistrict.com. In the Quick Links menu, click on “District Newsletters.” There you’ll find a link to sign up to receive the newsletter online. Here is the direct link: <http://www.horseheadsdistrict.com/newslettersignup.cfm>.

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.



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 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 Megan Collins, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

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.

2018-19 School Calendar

B.O.E. Approved 6/21/18

^ Early Dismissal Drill

SEPTEMBER						
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School Not in Session:

- Labor Day 9/3
- Columbus Day 10/8
- Veterans Day 11/12
- Thanksgiving Recess 11/21 - 11/23
- Winter Recess 12/24 - 1/4
- Martin Luther King, Jr Day 1/21
- President's Day Recess 2/18 - 2/19
- Spring Recess/Good Friday 4/15 - 4/19*
- Memorial Day Recess 5/27*

* Pending days utilized for emergency/snow day closures during the year.

Parent/Teacher Conference

11/9/18 (Full Day Off - Pre K - 6th Only)
11/16/18 (½ Day PM Off - Pre K - 6th Only)




**End of Year
½ Days (A.M.)**

6/21/19 (7th - 8th Only)
6/24/19 (Pre K - 8th Only)
6/25/19 (Pre K - 6th Only)

Full Days Off

9/5/18 (10th - 12th Only)
1/28/19 (7th - 12th Only)
6/21/19 (Pre K - 6th Only)
6/25/19 (7th - 8th Only)

LEGEND

	Conference Days (9/4, 10/19, and 3/15)
	Schools Closed*
	Regents Exams

The district will utilize April 22, and May 24, 2019 as potential give back days PENDING the use of emergency closure days and/or the need to meet state mandated attendance days and/or hours.

The district will communicate to residents and staff in regard to these days at the end of March 2019.

Please be aware, if the district needs to make up school days due to excessive emergency/snow closure days, the Priority of Make-up Days for spring break will be as follows, upon notification of the district:

- 1st Make Up Day 4/15/19
- 2nd Make Up Day 4/16/19
- 3rd Make Up Day 4/17/19
- 4th Make Up Day 4/18/19

Last Day: 9th - 12th: 6/17/19

Last Day: 7th - 8th: 6/24/19

Last Day: PreK-6th: 6/25/19

First Day of School PreK - 9th:
Wednesday, September 5, 2018

First Day of School 10th - 12th:
Thursday, September 6, 2018

Last Teacher Day:
Wednesday, June 26, 2019

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.

Megan K. Collins
Director of Human Resources
mcollins@horseheadsdistrict.com
One Raider Lane
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

0100: Equal Opportunity

The Board of Education, and District officers and employees, shall not discriminate against any student, employee, or applicant on the basis of actual or perceived 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.

This policy of nondiscrimination includes access by students to educational programs and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or terminations.

0100-E: Nondiscrimination Notice

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 Megan Collins, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601.

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:

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 published on the District's website and information regarding sexual harassment shall be included in the Code of Conduct and other District publications as appropriate.

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 Dignity Act Coordinator, Building Principal, Superintendent, or the Principal's or Superintendent's designee. Students and parents/guardians may make verbal 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 verbal or written report of harassment, bullying or discrimination, shall

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

continued next page

Required notification of board policies, continued

The Board will review this policy from time to time 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 verbal 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.

1400: Public Complaints

The Board of Education welcomes constructive criticism of the schools whenever it is motivated by a desire to improve the quality of the educational program, facilities, or service. The Board has confidence in its staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the individual school employee or to the school or department administration for study and possible solution.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seems unlikely at the building or department level, either party may refer the matter to the appropriate member of the central staff and if still unresolved to the Superintendent of Schools for his or her review.

The Board will consider hearing citizen complaints when they cannot be resolved by the Superintendent. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Citizens' complaints directed at personnel will be handled by the Board in executive session.

If parents are not satisfied with the resolution by the Horseheads Central School District, the district

will inform them of their right to appeal to the New York State Education Department. If parents are not satisfied with the resolution by the New York State Education Department, they may appeal to the United States Department of Education. The district will provide parents with additional information from the Superintendent's office or by directing them to the New York State Department of Education's Written Complaints and Procedures website at <http://www.emsc.nysed.gov/nclb/complaintappeals>.

Title I Complaint and Appeal Procedures

Complaints/appeals regarding the District's administration and implementation of its Title I Grant including, but not limited to, disputes regarding homeless eligibility, school selection, enrollment, and transportation, should be sent first to the Superintendent. The District has 30 business days to resolve a complaint, which must:

- be written;
- be signed by the person or agency representative filing the complaint;
- specify the requirement of law or regulation being violated and the related issue, problem, and/or the concern;
- contain information/evidence supporting the complaint; and
- state the nature of the corrective action desired.

If the District fails to resolve the complaint within 30 business days, or fails to resolve the issue to the satisfaction of the complainant, the complainant may appeal to the New York State Education Department (NYSED) by forwarding the original signed complaint and the District's response (or a statement that the District failed to respond in 30 business days) to the Title I School and Community Services Office, Room 320 EB, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.

Parties dissatisfied with the NYSED's complaint resolution may file an appeal directly with the United States Department of Education at:

United States Department of Education
Compensatory Education Programs
400 Maryland Avenue, S.W.
Room 3W230, FOB #6
Washington, D.C. 20202-6132

Complaints/appeals from nonpublic school officials regarding the District's administration and implementation of Title I should be sent to the NYSED. NYSED has a 60-business day period in which to resolve a nonpublic school complaint. No later than 30 days following the written response by the NYSED, or in the event the NYSED fails to resolve the complaint within a reasonable period of time, the nonpublic school official may appeal NYSED's decision to the U.S. Department of Education. A copy of the NYSED's written response, if available, and a complete statement of the reasons supporting the appeal must accompany such appeal.

The District shall disseminate free of charge, adequate information about these complaint and appeal procedures to parents of students, and appropriate nonpublic school officials or representatives.

4750: Promotion and Retention

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;

This policy shall be posted on the district's website.

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.

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.

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Required notification of board policies, continued

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 misses more than fifteen percent (15%) of the period of the student's scheduled instruction (e.g., more than 12 minutes of an 80-minute class or more than 6 minutes of a 40-minute class).
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.

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 85% 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 fifteen percent (15%) of the 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.]

- c. A student who would otherwise receive credit for a course if not for the student's failure to attend may appeal the loss of credit to the building administrator in accordance with established procedures.

2. Notice of Absences

Building administration will work with staff to implement parental notification procedures and when appropriate, will contact parents/persons in parental relation directly to discuss a child's absences, tardiness, and/or early departures, as well as the importance of class attendance and appropriate interventions.

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.

continued next page

Required notification of board policies, continued

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 Superintendent (or designee) prior to the annual review of the Comprehensive Student Attendance Policy.

F. Attendance Supervision

The Attendance Clerk, as directed by 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.

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 Education Law § 2-d and 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. Furthermore, pursuant to Education Law § 2-d, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

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

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Records: means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

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 education 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.

Third party contractor: is any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, instructional programs, conducting studies or audit or evaluation of publicly funded programs.

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. A 'Parents Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors. The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and 'Bill of Rights' 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 and 'Bill of Rights' 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 personally identifiable information will be released to authorized representatives of third party contractors as defined above for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or

continued next page

Required notification of board policies, continued

eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.

5. 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.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

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 five (5) above.

Directory Information

The Board designates certain categories of information as "directory" information: student name, address (except information about a homeless student's living situation, as described below), 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, and e-mail address.

Information about a homeless student's living situation shall be treated as a student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison shall take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities. The district permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

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.

8505: Charging of School Meals

The Board of Education recognizes that on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds to "charge" the cost of reimbursable meals to be paid back at a later date subject to the terms in this policy. Extra items such as à la carte items and snacks may not be charged.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day that the charge is paid back. When charges are paid, the monies are not to be considered "à la carte" transactions, as a section on the daily cash report or deposit summary reads "charges paid."

Parents/guardians will be notified that a student's account balance is exhausted and has accrued meal charges within five days of a charge, and regularly thereafter until the account is replenished. When a student's account reflects three outstanding meal charges, the District's Food Service Department will notify (or attempt to notify) the parents/guardians of the outstanding balance, the process to refill the account, and the District's policy on charging school meals. When a student's account reflects five outstanding meal charges, a building administrator or designee will contact the parents/guardians. Notification may continue regularly until the account is replenished. Parents/guardians must repay all unpaid charges remaining at the end of the year or before their child leaves the District, whichever occurs first.

Students shall not be denied a reimbursable meal, even if they have accrued a negative balance from other cafeteria purchases, unless the parent/guardian has provided written permission to the school to withhold a meal. No student with unpaid charges will be prohibited from purchasing food if they have money on a particular day.

Students who cannot pay for a meal or who have unpaid meal debt shall not be publicly identified or stigmatized (including wristbands or hand stamps), required to do chores or work to pay for meals, or have meals thrown away after they have been served. District staff shall not discuss a student's unpaid meal debt in front of other students. The District shall not take any action directed at a student to collect unpaid school meal fees. However, District personnel may discreetly notify students of their account balances, and that certain items (e.g., à la carte, etc.) cannot be provided with charged meals.

The District shall discreetly notify parents/guardians of students with negative balances of at least five meals, determine if the student is directly certified to be eligible for free meals, and attempt to reach the parent/guardian to assist them in the application process for free and/or reduced price meals, and determine if there are other issues within the household causing the insufficient funds and offer appropriate assistance. If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the District may take other actions as appropriate, including notifying the local department of social services if neglect is suspected.

If a student is suspected of abusing this policy, written notice will be provided to the parent/guardian.

The District will notify all parents/guardians of this policy in writing on an annual basis at the start of the school year and when families transfer during the year. The policy shall also be published in appropriate school and District publications. All staff involved in implementing and enforcing this policy shall also be notified of these requirements and their responsibilities. The District's enrollment process shall include the application process for free and reduced price meals. If the District becomes aware that a student is so eligible, it shall file an application for the student. Staff responsible for assisting foster, homeless and migrant students shall coordinate with the food services staff to ensure such students receive free school meals.

Unpaid Meal Charges and Debt Collection

Unpaid meal charges are a financial burden to the District and taxpayers and can negatively affect the school program. Unpaid meal charges shall be considered "delinquent" as per the District's accounting practices. The District shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The District shall notify parents/guardians of unpaid meal charges at regular intervals, and District staff may engage in collection activities. The District may not charge fees or interest and shall offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid.

Account Balances

Remaining funds will be carried over to the next school year. When students leave the District or graduate, a written request from a student's parent/guardian for a refund of any remaining funds may be submitted. Parents/guardians may request that funds be transferred to other students (e.g., siblings, unpaid accounts). All transfer requests must be in writing. Unclaimed funds remaining after one school year shall be absorbed by the school meal account.

Staff

Staff members are allowed to purchase food from the District's food services. However, all purchases must be paid for at the point of sale. Staff members are not allowed to charge meals to be repaid later.

All District personnel with responsibilities under this policy will be trained in the provisions of this policy and the requirements of Education Law Section 908 on an annual basis.

To view all the district's policies...

- Visit www.horseheadsdistrict.com.
- Click on 'Board of Education' near the top of the page. If you're viewing the site from a smart phone, click on Menu at the bottom left, then Main Menu.
- When the Board of Education site opens, look for the More Information box. Click on 'Board Documents (agendas, minutes, policies, etc.)'

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

Homeless Students/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 the Director of Student Services at (607) 739-5601, x4300.



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

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 us 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.

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).

Learn more about the district...

- Visit www.horseheadsdistrict.com
- Like us on Facebook - district and our schools
- Follow us on Twitter: *HbdsSchools*
- Follow us on Instagram: *hbdsschools*

First days of school...



School begins September 5 for grades PreK-9, and September 6 for grades 10-12.

Events

- September 4 Ridge Road Pre-K/K Sneak Preview, 2:30pm; Center Street Open House/Meet and Greet, 4:30pm
- September 5 First Day of School, grades PreK-9
- September 6 First Day of School, grades 10-12; Beginner Strings Night, 5:30pm, Intermediate School Cafeteria; Ridge Road PTO, 6:30pm, Middle School Library
- September 6-21 Senior Class Magazine Sale
- September 7 Beginner Band Night, 5:30pm, Intermediate School Cafeteria
- September 8 Gardner Road Back to School BBQ, 3-5pm
- September 10 Center Street PTO, 6:30pm
- September 12 High School Pictures; Intermediate School Open House, 6:30pm
- September 13 Middle School Character Assembly, 8am; Middle School PTO, 5:30pm; Middle School Open House, 6:30pm
- September 17 Gardner Road Principal Chat, 5:30pm, and Gardner Road PTO, 6pm, Intermediate School Conference Room
- September 18 Gardner Road Picture Day
- September 20 Center Street Picture Day; Board of Education, 6pm, High School Multi-Media Center
- September 21 Middle School Picture Day; Intermediate School Ice Cream Social, 6:30pm
- September 22 Ridge Road Fun Run, 9am
- September 25 Big Flats Open House, 6:30pm
- September 26 Ridge Road Open House, 6:30pm
- September 27 Gardner Road Open House, 6:30pm
- September 28 Intermediate School Picture Day
- September 29 High School Homecoming Game, 1:30pm; HS Homecoming Dance, 7pm, Middle School
- October 2 Big Flats PTO, 6pm, Big Flats Community Center; Center Street PTO, 6:30pm
- October 3 High School Marking Period ends
- October 4 Big Flats PTO Color Run, 6pm; High School Counseling Presentation, 6pm, Auditorium; High School Parents' Night, 7pm
- October 8 No School, Columbus Day

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

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Board of Education

Pamela Strollo, President; Kristine Dale, Vice President; Daniel Christmas; Warren Conkling; Kristine Dale; Doug Johnson; Brian Lynch; Tyler Pribulick; David Sadler; Victoria Feist (student representative)

Superintendent

Dr. Thomas J. Douglas

Contact

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