

# HORSEHEADS HIGH SCHOOL “NOTES”



Volume 48 Number 1

Summer 2025

## High School Phone Number: 739-5601

Ext. 1608 Main Office

Ext. 1600	Kris Earl	Ext. 1612	Attendance Office
Ext. 1602	Dan Buseck	Ext. 1630	Counseling Office
Ext. 1603	Mike McCawley	Ext. 1623	Health Office

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Dear Horseheads Families,

We're thrilled to welcome to you to a brand-new school year at Horseheads High School! Whether you're joining us as a freshman or returning for another exciting year, we're looking forward to the energy, growth, and opportunities this year will bring.

As we start the year, you'll notice a few important changes to our daily routines – including a new schedule, updated start and end times, and a revised cell phone policy. These updates are designed to support a more focused and engaging learning environment for our students. **Please be sure to read through this entire newsletter carefully for all of the details.**

Beyond the classroom, we encourage every student to explore the wide range of opportunities Horseheads High School offers – from clubs and extracurricular activities to music, band, and athletics. We hope you discover your passions, build friendships, and grow as individuals. Don't be afraid to put yourself out there and try something new!

Be sure to continue checking your email regularly for more information as we get closer to the start of the school year.

Mrs. Earl

## WELCOME NEW HIGH SCHOOL STAFF

- Angela Niforatos – Art Teacher
- Bridgette Arnold – Spanish Teacher
- Janna Hammond – Counseling Office Secretary
- Ryleigh Carson – Math Teacher
- Andy Fudala – Physical Ed Teacher
- Jaime Slavin – Special Education Teacher
- Alexandra Marsh – Social Worker
- Deb Corso – Teaching Assistant
- Jared Baker – Science Teacher

Doors Open/Bus Arrival	7:20
Period 1	7:35-8:55
Period 2	9:00-10:20
Period 3A	10:25-11:05
Period 3B	11:05-11:45
Period 4A	11:50-12:30
Period 4B	12:30 -1:10
Period 5	1:15-2:35
Bus Arrival	2:35
Bus Departure	2:42
Doors Lock	2:50

## FIRST DAY OF SCHOOL – THURSDAY, SEPTEMBER 4<sup>TH</sup>

- Students report directly to Period 1 class
- Staff will be available to assist throughout the building
- Schedules will be available on SchoolTool **beginning August 28<sup>th</sup>**  
(Reminder, no schedule changes will be made)

## **FRESHMEN/NEW STUDENT ORIENTATION**

- **Wednesday, September 3rd, 1:00pm and 6:00pm**
- It is not required to attend both or either session
- Schedules will also be distributed on the first day and student tours will be held
- Student schedules will be available on SchoolTool starting Thursday, August 28<sup>th</sup>.

### **1:00 PM ORIENTATION**

- Use auditorium doors to enter building
- Report to auditorium to review presentation and meet with school counselors
- Students will receive their schedules
- Students ONLY will tour the building
- Club/activity fair will be located in the cafeteria

### **6:00 PM ORIENTATION**

- Enter at any building door
- Report to auditorium to review presentation
- Parents and students can tour building
- Club/activity fair will be located in the cafeteria

## **NEW CELL PHONE POLICY**

In accordance with a new New York State law, cell phones and all personal **electronic devices are no longer permitted for student use at any time during the school day.**

- Cell phone use is prohibited during passing time between classes, lunch periods, activity periods, etc.
- Devices must be completely turned off during the entire school day and stored out of sight
- Failure to follow this policy will result in disciplinary action
- Should a student need to contact a parent or guardian, a phone is available for use in the Main Office
- Please have a conversation with your student about these new expectations before the start of school

Your support and cooperation are truly appreciated as we aim to create a focused and respectful learning environment.

## 2025 MARK TWAIN SCHOLARS

The following students represented the top 5% of the Class of 2025 and were honored this past June as Mark Twain Scholars. Congratulations to: **Nina Chen, Amelia Ellison, Elijah Friend, Patrick Gallagher, Olivia Gavin, Kiran Gulati, Anika Kamaraju, Marloe Laughlin, Seth Loucks, Santiago Moreira-Antepara, Avi Patel, Thai Tran, Brady Utter, and Natalie Williams.**

## RAIDERS OF THE MONTH

Congratulations to the following students who were chosen as the High School's May and June Raiders of the Month for the character trait of Citizenship:

- Grade 12 – **Nick Darr, Joel Scibek**
- Grade 11 – **Allen Wetmore**
- Grade 11 & 12 – **Mrs. Hunter's ACE Chemistry Class**
- Grade 10 – **Quinn Kane, Bryce Thomas, Dominic Wood**
- Grade 9 – **Brenten Cook, Jamie German, Aubrey Griffith, Katie McKee, Lauren Strobel, Brogan Sullivan, Olivia Sumner**

## BUS ROUTE INFORMATION

- Bus stop times are live on the [My Ride K-12 Parent App](#)
- Regularly check the app as stop times may shift slightly as new students are added between now and the start of school
- If your child is not registered for busing, no bus stop or time will appear in the app
- To secure transportation for the first day, call the Transportation Office at 607-739-6338, Monday through Friday, 8:00 a.m. to 1:00 p.m.

## PARENTS NIGHTS

- **September 25, 2025**
- **February 25, 2026**
- Parents Nights begin at **7:00pm**
- Counseling Office presentation at **6:00pm** in the Auditorium

## PICTURE DAYS

- **September 9<sup>th</sup>** and **September 10<sup>th</sup>**
- For all freshmen, sophomores, and juniors
- Pictures taken by Upstate Images
- Ordering details will be mailed home
- Photographs will also be used on student ID's and in the yearbook
- Students may be photographed on either day so be prepared both days
- If your class does not report for pictures as a group, you can have your picture taken at any time during either day

## PARENT ADVISORY COUNCIL

- Meet with the principal to provide feedback regarding the High School
- PAC is the recognized collective voice of parents of their school
- Meeting dates: **October 2<sup>nd</sup>, November 6<sup>th</sup>, December 4<sup>th</sup>, January 8<sup>th</sup>, February 5<sup>th</sup>, March 5<sup>th</sup>, April 12<sup>th</sup>, May 7<sup>th</sup>, June 4<sup>th</sup>**
- High School Main Office – **3:30pm**

## 2025-2026 ATHLETICS FALL START DATES

- Varsity and JV Sports - **August 18 (*Registration Opens July 18*)**
- Modified Football and Cross Country – **August 25 (*Registration Opens July 25*)**
- Modified Athletics except Football and Cross Country – **September 4 (*Registration Opens August 4*)**
- Unified Soccer – **September 9 (*Registration Opens August 9*)**

## EMERGENCY FORMS

- Forms are distributed to students on the first day of school, Period 5
- Must be completed and returned to Period 5 teacher by **September 17<sup>th</sup>**

## SCHEDULE CHANGES

- No changes are made to semester one courses after July 31<sup>st</sup> – the schedule you receive on the first day of school is your schedule for the semester
- Deadline to request second semester course changes – **January 16, 2026**

## 2025-2026 ADVISORS

Senior Class	Sierra Luongo, Britt Lenhardt
Junior Class	Amber Dildine, Sara McCawley
Sophomore Class	Alicia Janke
Freshmen Class	Paige Dean, Samantha Wright
Mock Trial	TBD
Yearbook	Britt Lenhardt, Gina Brenzo, Christy Pratt, Jim Russ
Debate Team	Alicia Janke
Language/Multicultural Club	Christine Fischer
Greenroom Players	Stephanie Lewis
National Honor Society	Paige Dean, Christy Pratt
Student Council	Neil Folsbee, Brooke Hockeborn
Marching Band	Giancarlo Levano
Academic Challenge	Pam Doren
Genders & Sexuality Alliance (GSA)	Aurora Dufort
Interact	Pam Doren
Science Club	Amber Dildine
Varsity H	Jim Russ
Scary Movie Club	Pam Doren
Youth Activation Committee (YAC)	Alisha Tenbus

## HIGH SCHOOL PROMOTION AND RETENTION

### Promotion

- Grade level or class standing shall be determined by the accumulation of Carnegie units by the student. The student then shall be placed in the appropriate homeroom.
- To achieve 10th grade or sophomore status, a student must earn four (4) credits, including the successful completion of two (2) academic subjects.
- To achieve 11th grade or junior status, a student must earn nine (9) credits including the successful completion of four (4) credits of academic subjects and one (1) credit of physical education. In order to achieve 12th grade or senior status, the student must be in the position to graduate in August of the current school year.
- Courses will be taken in their normal progression and prerequisites must be adhered to. For example, English 10 will be taken after the successful completion of English 9.

## Subject Retention

- The Carnegie unit of credit of any failed subject or course in grades nine (9) through twelve (12) must be made up either through repetition of the course, a substitute course or through an approved summer school program if the credit is to be awarded.

## MARKING PERIOD INFORMATION

Marking Period	MP Start Date	MP End Date	Instruction Days	Unlock Date Teachers Can Begin Entering Grades	Lock Date Grades Must be Entered By 2PM	Report Card Date Distributed in 9/10 period class
1	9/04	10/01	20	9/26	10/06	10/08
2	10/02	10/31	20	10/28	11/05	11/07
3	11/03	12/04	20.5	12/01	12/09	12/11
4	12/05	1/16	21	1/13	1/26	1/28
5	1/27	3/04	22	2/27	3/9	3/11
6	3/05	4/14	22	4/02	4/17	4/21
7	4/15	5/13	21	5/08	5/18	5/20
8	5/14	6/16	22	6/11	6/29	Mailed home

## NO CHILD LEFT BEHIND ACT

- Pursuant to the No Child Left Behind Act of 2001, school districts are required to release student information to military recruiters and institutions of higher learning
- If you do not want information to be released regarding your student, you must send written notification to Kris Earl, Principal, Horseheads High School, 401 Fletcher Street, Horseheads, New York 14845 **before November 1<sup>st</sup>**

## TEACHER QUALIFICATION

- Pursuant to the federal No Child Left Behind Act, parents and guardians have the right to request and receive information about the professional qualification of their children's classroom teachers
- Parents wishing such information about their child(ren)'s classroom teachers should contact the building principal

## **APPR OF TEACHERS AND PRINCIPALS**

- The District is required to implement Annual Professional Performance Reviews (APPR) of most teachers and principals. The outcome of the APPR is that each teacher and principal subject to APPR this year will receive a composite evaluation score between 0 and 100
- A score of 0-64 means that the teacher or principal is rated Ineffective, a score of 65-74 means that the teacher or principal is rated as Developing, a score of 75-90 means that the teacher or principal is Effective, and a score of 91-100 means that the teacher or principal is Highly Effective
- You may request the final composite rating for the teachers and principals in the school building to which your child is assigned for the current school year by contacting the building principal of your child's school
- If you require additional explanation of the ratings for the teachers and principals, contact Caitlin DeFilippo, Director of Human Resources, at 607-739-5601, x4211

## **EMERGENCY SCHOOL CLOSINGS/DELAYS INFORMATION**

- Schools are closed when the weather makes it impossible to have reasonable attendance or when the schools or vehicles would not be able to operate safely
- The school day is delayed when inclement weather conditions (may include snow, ice, and/or freezing temperatures) improve by early morning
- If the school day is delayed, buses will run and schools will open two hours later than the usual time
- Do not call radio/TV stations or the district's Transportation Department
- The district announces school closings and delays in a variety of ways:
  - Text messaging – Parents/guardians can receive a text message if schools are closed or delayed by opting in to our text messaging service through SchoolMessenger. To opt in, text Y or Yes to 67587. You will receive a text response confirming that you are registered for texting.
  - District website at [www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)
  - District Facebook pages -the district and all seven schools have pages
  - Twitter - @HhdsSchools

- Local television and radio stations and their websites:
  - TV - WENY, WETM, Spectrum Cable News
  - Radio – WELM 1410AM, WNKI 106.1FM/WPGI 100.9FM, WENY 1230AM/ MagicFM 92.7FM/WGMM 98.7

**Reminders:**

- Communication methods may not work due to internet issues, etc. so check more than one place to determine if school is in regular session
- If schools are closed, they will remain closed all day for scheduled activities, including:
  - Remedial programs
  - Extra-curricular activities
  - Use of facilities by non-school group
  - Evening programs
- When school is delayed, there is no supervision for students until schools open two hours later than the usual time – do not drop off your student at school until the building opens
- Breakfast is not served on delay days
- If a storm develops after school begins, usual procedure is NOT to close school early allowing time for highway crews to plow and sand and to avoid disruption and confusion

**REMINDER REGARDING THEFT**

- Students are strongly encouraged from bringing valuable items to school
- Administration and staff are not liable for theft of any personal items

**AUTOMATED CALLING SYSTEMS**

- Automated calls are sent out each evening informing parents/guardians of the periods students are absent
- Calls are informational and there is no need to return a call if the information is accurate
- Calls serve to inform parents/guardians of possible truancies from class
- Remember to monitor your student’s attendance as there is an attendance requirement in place for course credit

## **RELOCATION REMINDER TO PARENTS/GUARDIANS**

- If you move within the district, two proofs of residency are required when you submit the address change for your child(ren)
- Accepted forms of proof are:
  - Bank contract or mortgage agreement showing purchase of home with name and address
  - Signed rent or lease agreement with landlord's name, address, and telephone number, or DSS processed landlord statement
  - Most recent utility bill (phone, gas, electric)
  - Deposit receipt for gas, electric, phone service start-up
  - Driver's license or State ID card with picture showing current district address.
  - Currently active bank account/checkbook statement with name and address imprinted (bank may be contacted to verify existence of account)
  - Payroll stub with address
- If you have any questions, contact Central Registrar, Genie Connel, at 739-5601, ext. 4251

## **SPECIAL EDUCATION SERVICES**

Chapter 434 of the New York State Education Law requires school districts to notify parents or persons in parental relation of their rights regarding the referral and evaluation of their child for the purposes of special education services or programs. This information can be found on our district website ([www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)) or on the New York State Education Department website ([www.nysed.gov](http://www.nysed.gov)) in "A Parent's Guide to Special Education." If you have any questions, please contact Director of Student Services at 607-739-5601, x4300.

## STUDENT PHOTO RELEASE

Throughout the year the school district may photograph, videotape, and/or interview students for its publications or broadcasts which include both school and district newsletters and videos. Additionally, local newspapers and TV stations often attend school events and photograph, videotape, or interview students about events and issues. Please note that the district and media may use the photos and videos taken at school events on their websites and on social media (Facebook, Twitter, Instagram, etc.). The district will still publish student pictures and images in school yearbooks.

Please complete and return the following form if you **DO NOT** wish your child to be photographed or videotaped for school publications or by the media. Return completed form to the Principal's Office at the Horseheads High School Main Office – 401 Fletcher Street, Horseheads, New York 14845.

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

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

## COMPREHENSIVE STUDENT ATTENDANCE

### Statement of Overall Objectives:

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:

- To accurately track the attendance, absence, tardiness, and early departure of students to and from school;
- To ensure student attendance in classes so that students may achieve State mandated education standards;

- To track students' location for safety reasons and to account to parents regarding the location of their student(s) during school hours;
- To identify and address attendance patterns;
- To verify that individual students are complying with education laws relating to compulsory attendance;
- To accurately record daily attendance for State aid purposes.

**Description of Strategies to Meet Objectives:**

The School District will:

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

**Definitions**

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

- **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.
- **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).
- **Tardy:** The student arrives later than the starting time of the student's scheduled instruction.
- **Early departure:** The student leaves prior to the end of the student's scheduled instruction with approval.
- **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.

- 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.

### **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.

### **Intervention Strategy Process – Incentives/Disciplinary Sanctions**

- Minimum Attendance for Course Credit
  - A student must be noted as present for 85% of a course's scheduled classes in order to earn course credit.
- 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.
  - Students suspended from school will not be marked absent.
  - 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.
- In order to prevent loss of credit for failure to attend, the district will take the following steps:
- The parent(s) and/or person in parental relationship will be notified by an automated phone message when the student is marked absent.
  - 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 regard to course credit as well as the importance of class attendance. The teacher will

document the notification.

- 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.]
- 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.

### **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.

### **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.

### **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.

### **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.

## **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 Horseheads Central School District Director of Student Services at (607) 739-5601, x4300.

## **PARENTS' BILL OF RIGHTS RELATING TO STUDENT DATA**

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

- A student's personally identifiable information will not be sold or released for any commercial purpose;
- Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for reviewing student records can be found in the Board Policy entitled "Student Records," Policy 5500, Regulation 5500-R;

- Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to encryption, firewalls, and password protection.
- New York State maintains a complete list of all student data collected by the State and the data is available for public review at [www.nysed.gov](http://www.nysed.gov), or by writing to 89 Washington Avenue, Albany, NY 12234.
- Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

### **PESTICIDE APPLICATION**

New York State Education Law Section 409-H, effective July 1, 2001, requires all public and nonpublic elementary and secondary schools to provide written notification to all persons in parental relation, faculty and staff, regarding the potential use of pesticides periodically throughout the school year.

The Horseheads School District is required to maintain a registry of persons in parental relation, faculty and staff who wish to receive 48-hour prior written notification of certain pesticide applications. The following pesticide applications are **not** subject to prior notification requirements:

- A school remains unoccupied for a continuous 72 hours following an application
- Anti-microbial products
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children
- Boric acid and di-sodium octaborate tetrahydrate
- The application of EPA designated biopesticides
- The application of EPA designated exempt materials under Title 40, Code of Federal Regulations (CFR) Part 152.25

- The use of aerosol products with a directed spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects, including venomous spiders, bees, wasps and hornets. In the event of an emergency application necessary to protect against an imminent threat to human health, a good-faith effort will be made to supply written notification to those on the 48- hour prior notification registry.

If you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur in your school, complete the form below and return it to Tony Stager, the Horseheads School District pesticide representative at: Horseheads School District, Facilities Services, 507 Fletcher Street, Horseheads, NY 14845 or fax to (607)795-2595.

Please note: Four times per year via newsletter or equivalent, a written announcement concerning impending pesticide applications, pesticide use, “emergency” applications and any other associated pesticide use will be provided. This will occur at the beginning of the school year, at the end of the winter recess, the end of the spring recess and the end of the school year. Please feel free to contact Tony Stager at the District Safety Office at 739-5601 ext. 4270 if you have any questions or require further information.

## **FORTY-EIGHT HOUR PESTICIDE APPLICATION** **PRIOR NOTIFICATION FORM**

**Is email an appropriate method for notifying you of an impending pesticide application?**

**Yes/No** \*If not, you will receive a brief notification letter 48 hours prior to an impending pesticide application. Every effort will be made to ensure the notification reaches you 48 hours (or more) in advance of the pesticide application. This time may vary slightly due to postal conditions beyond the control of the district.

### **Horseheads School District Request for Pesticide Application Notification**

School Building (or field) \_\_\_\_\_

Your Name & Address \_\_\_\_\_

Phone Number \_\_\_\_\_

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

Return to Tony Stager at: Horseheads School District, Facilities Services, 507 Fletcher Street, Horseheads, NY 14845 or fax to (607)795-2595.

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT**

### **NOTIFICATION OF RIGHTS**

This is to advise you of your rights with respect to student records pursuant to the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal law designed to protect the privacy of student records. The law gives parents/guardians and students over 18 years of age (referred to in the law as “eligible students”) the following rights:

- The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents/guardians or eligible students should submit to the Building Principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate or misleading. Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate or misleading by writing the principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent/guardian or eligible student, the district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company

with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

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

In addition, FERPA also gives the school district the option of designating certain categories of student information as “directory information”. Directory information includes a student’s name, address, telephone number, date and place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, class schedule, photograph, including video recordings, e-mail address, and class roster. You may object to the release of any or all of this “directory information”; however, you must do so in writing within 10 business days of receiving this notice. If we do not receive a written objection, we will be authorized to release this information without your consent. You may note your objections to the release of directory information to the Building Principal, Kris Earl.

**SAFE SCHOOLS LINE**  
**607-795-2044 or 1-800-305-4984**  
**REPORT A CONCERN, RUMOR, BULLYING INCIDENT, OR ANY SAFETY ISSUE**  
**ANONYMOUSLY AND CONFIDENTIALLY**  
**24 HOURS A DAY**

Follow us on Facebook and Twitter: Learn about up-to-date information about our district on Facebook and Twitter: On Facebook, the district and each of our seven schools have pages. Please “like” them to get the information on your news feed. Follow us on Twitter at @HhdsSchools to read our tweets.

NOTICE: The Dignity Act Coordinator (DAC) for Horseheads High School is Mike McCawley. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mr. McCawley 739-5601, ext. 1603. The Dignity Act Coordinator for the Horseheads Central School District is Caitlin DeFilippo, who may be reached at 143 Hibbard Road, Horseheads, NY 14845, 607-739-5601, x4211.

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607) 739-5601. This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Caitlin DeFilippo, Director of Human Resources, [cdefilippo@horseheadsdistrict.com](mailto:cdefilippo@horseheadsdistrict.com), 143 Hibbard Road, Horseheads Central School District, Horseheads, NY 14845, (607) 739-5601 and US Department of Education, Office of Civil Rights, LBJ Department of Education Building, 400 Maryland Avenue SW, Washington DC 20202-1100, (800) 421-3481.



**Office of  
Children and  
Family Services**

**To report child  
abuse or neglect:**


**Call toll free**

**1-800-342-3720**

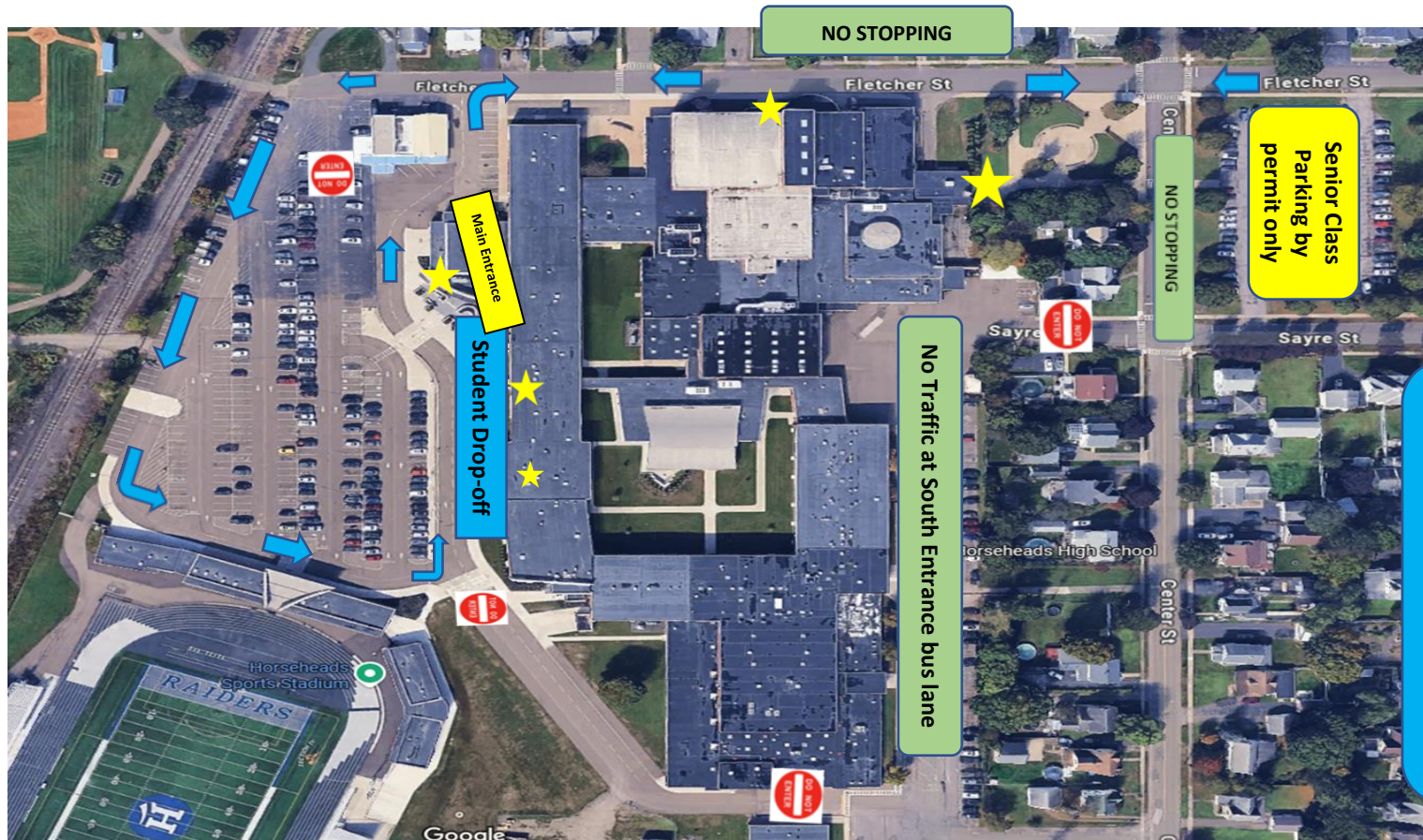
**or**

**[ocfs.ny.gov/main/cps](http://ocfs.ny.gov/main/cps)**

# Horseheads High School Parent Drop-Off/Pick-Up Procedure 2025-2026

 = Parent Traffic Flow

 = DO NOT STOP OR DROP OFF



**For Parent Drop-Off/  
Pick-Up:  
Enter Campus  
off Fletcher  
Street Use the  
outer most  
lane and  
follow arrows  
around to  
building**

- ✓ Students should be ready to exit vehicle at curbside and morning routines should be completed prior to entering the drop-off lane.
- ✓ Always yield to pedestrians crossing the drop-off lane.
- ✓ All cars must follow outside lane of parking lot.
- ✓ The only way to enter the parking lot is from Fletcher Street.
- ✓ Students walking from Division Street will enter the building at the auditorium doors. Please do not cross in parking lot.
- ✓ Yellow star indicates only doors that are open between 7:20am and 7:35am - all other doors will remain locked.
- ✓ All doors will lock at 7:35am, after that time students must enter at the main entrance (door #1) on back side of school.
- ✓ Assigned/Permitted Senior Student Parking at Fletcher/Center St Lot with additional student parking off Division Street.
- ✓ Cars must follow all Village Road signs as they are enforced by the Horseheads Police Department.



## **Student Device Loan Agreement for 2025-2026 School Year**

The Horseheads Central School District is providing you with a laptop and power cord for the 2025-2026 school year to help support your learning and should only be used for educational purposes. Read this Student Device Loan Agreement very carefully and be sure you fully understand the expectations, as you are responsible for this device.

This laptop is being provided for your use in the 2025-2026 school year and must be returned at the end of the year. Failure to return the device, may result in the district issuing an invoice for the laptop, reporting it lost or stolen to law enforcement.

### **Safety and Security**

- I understand that this device includes tracking software that will report its location to the district.
- I understand that this device includes a web filter that is compliant with the Children's Internet Protection Act (CIPA). This does NOT guarantee that all objectionable content will be blocked.
- I understand that this device includes a webcam and that the webcam will only be used for instructional purposes.

### **Using the Computer at Home**

- Students should protect their device from extreme heat or cold.
- Devices should never be left in a car, even if the car is locked.
- Students should avoid eating or drinking while using their device or use their device near others who are eating and drinking.
- Heavy objects should never be placed or stacked on top of the device. Objects include books, musical instruments, sports equipment, etc.
- Students should use care when plugging in and unplugging the power cord and headphones.
- It is advised, when at home, the device should always be used under adult supervision or in a common family location, such as kitchen, living room, dining room, etc.
- If the device is lost or stolen, parents/guardians should immediately report the loss or theft to the local police and school administration **within 2 days**.
- If the device is damaged or not working properly, it must be turned into the school for repair or replacement. Parents/guardians are NOT authorized to attempt repairs themselves or contract with any other individual or business for the repair of the device.

### **EQUIPMENT**

The Horseheads Central School District retains the sole right of possession of the student device and related equipment. The student device will be issued to students according to the guidelines set forth in this document. School District staff retain the right to collect and/or inspect the student device at any time and to alter, add or delete installed software or hardware.

## Student Device Loan Agreement for 2025-2026 School Year cont'd

### **CUSTOMIZATION OF EQUIPMENT**

The student is permitted to alter or add files to customize the assigned student device to their own working styles (i.e. Setting links on the desktop) or as assigned by the classroom teacher. The student is NOT permitted to install or remove software add decals or other decorative material (i.e. markers or paint) on the assigned student device.

### **DAMAGE OR LOSS OF EQUIPMENT**

In the event of damage or loss, report to the school immediately. The district carries an Accidental Damage Protection that covers a percentage of their fleet of student devices. **Damage Protection covers manufacturer's defects or accidental drops, NOT negligence or abuse.** For example, throwing the student device or using the student device as an umbrella would be considered examples of neglect and abuse. If the student device is damaged by neglect or abuse or is lost, it is the family's financial responsibility to replace the student device at a cost up to \$700. If the student device is damaged, a School Administrator and the district Technology Director will work with the family to determine if it is a warranty or abuse/neglect issue.

### **STANDARDS FOR PERSONAL STUDENT DEVICE CARE**

#### ***Student Responsibilities:***

- Do not let anyone else use the student device.
- Horseheads Central School District's Acceptable Use/Technology Policy and Code of Conduct always apply to the use of the student device.

#### ***General Care:***

- Do not do anything to the student device that will permanently alter it in any way. This includes accessing and making changes to the BIOS.
- Do not remove any serial numbers or identification placed on the student device.
- Keep the equipment clean. For example, do not eat or drink while using the student device.

#### ***Screen Care:***

- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.

## TENTATIVE CALENDAR

1-Sep-25	Mon	Holiday		
2-Sep-25	Tue	Conference Day		
3-Sep-25	Wed	Conference Day		
		Freshmen Orientation		1:00-2:00
				6:00-7:00
4-Sep-25	Thu	First Day of School for Students		
		Start of MP1		
		All Other Modified Sports Begin		
5-Sep-25	Fri	9-11 Officer Applications released thru 9/12		
6-Sep-25	Sat	Band Competition		
7-Sep-25	Sun			
8-Sep-25	Mon			
9-Sep-25	Tue	School Pictures	Auditorium	7:30-2:30
10-Sep-25	Wed	School Pictures	Auditorium	7:30-2:30
11-Sep-25	Thu			
12-Sep-25	Fri			
13-Sep-25	Sat			
14-Sep-25	Sun			
15-Sep-25	Mon	Grades 9-11 Online Voting thru 9/19		
16-Sep-25	Tue			
17-Sep-25	Wed			
18-Sep-25	Thu			
19-Sep-25	Fri			
20-Sep-25	Sat			
		Band Competition		
21-Sep-25	Sun			
22-Sep-25	Mon	Senior Fundraiser Kick Off thru 10/3	Auditorium	7:50-8:30
23-Sep-25	Tue			
24-Sep-25	Wed			

## TENTATIVE CALENDAR

25-Sep-25	Thu	Counseling Presentation	Auditorium	6:00-7:00
		Parents Night		7:00-8:30
26-Sep-25	Fri			
27-Sep-25	Sat	Band Competition		
28-Sep-25	Sun			
29-Sep-25	Mon			
30-Sep-25	Tue			
1-Oct-25	Wed	End of MP1		
2-Oct-25	Thu	Start of MP2		
3-Oct-25	Fri	Senior Fundraising Money Collection		
		Senior Breakfast		
		Senior Panoramic Photo		
		Senior T-Shirt Distribution		
4-Oct-25	Sat	SAT's		
		Band Competition		
5-Oct-25	Sun			
6-Oct-25	Mon			
7-Oct-25	Tue			
8-Oct-25	Wed	Report Cards Published/Distributed		
		PSAT	North Gym	AM
9-Oct-25	Thu			
10-Oct-25	Fri	Conference Day - No School		
11-Oct-25	Sat			
12-Oct-25	Sun			
13-Oct-25	Mon	Holiday		
14-Oct-25	Tue	Spirit Week		
15-Oct-25	Wed	Spirit Week		
16-Oct-25	Thu	Spirit Week		
17-Oct-25	Fri	Spirit Week		

## TENTATIVE CALENDAR

		<b>Manufacturing Day</b>		
		<b>Pep Assembly</b>	<b>Stadium</b>	<b>1:45-3:00</b>
		<b>Homecoming Football Game</b>	<b>Stadium</b>	<b>7:00</b>
<b>18-Oct-25</b>	<b>Sat</b>	<b>Homecoming Dance</b>	<b>Middle School</b>	<b>6:30-9:00</b>
		<b>Band Competition</b>		
<b>19-Oct-25</b>	<b>Sun</b>			
<b>20-Oct-25</b>	<b>Mon</b>	<b>Junior Fundraising Kick Off thru 11/3</b>	<b>Auditorium</b>	<b>7:50-8:15</b>
<b>21-Oct-25</b>	<b>Tue</b>	<b>Choir Concert</b>	<b>Auditorium</b>	<b>7:30</b>
<b>22-Oct-25</b>	<b>Wed</b>			
<b>23-Oct-25</b>	<b>Thu</b>	<b>Orchestra Concert</b>	<b>Auditorium</b>	<b>7:30</b>
<b>24-Oct-25</b>	<b>Fri</b>			
<b>25-Oct-25</b>	<b>Sat</b>			
<b>26-Oct-25</b>	<b>Sun</b>	<b>Marching Band Domes Competition</b>	<b>Syracuse</b>	
<b>27-Oct-25</b>	<b>Mon</b>			
<b>28-Oct-25</b>	<b>Tue</b>	<b>School Picture Re-Takes</b>	<b>Auditorium</b>	<b>7:30-2:30</b>
<b>29-Oct-25</b>	<b>Wed</b>	<b>Senior Pictures</b>	<b>Auditorium</b>	<b>7:30-2:30</b>
<b>30-Oct-25</b>	<b>Thu</b>	<b>NHS Orientation Meeting</b>	<b>Auditorium</b>	<b>2:45-3:45</b>
		<b>NHS Poinsettia Fundraiser thru 11/13</b>		
<b>31-Oct-25</b>	<b>Fri</b>	<b>End of MP2</b>		