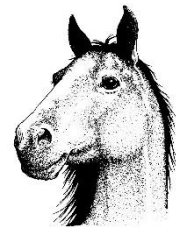
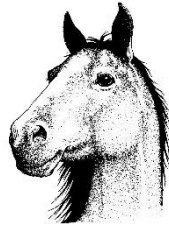


HORSEHEADS HIGH SCHOOL “NOTES”



Volume 47 Number 1

Summer 2024

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

Dear Students, Parents, and Guardians of Horseheads High School:

I am thrilled to welcome you to Horseheads High School, your new home for the next four years. You are about to embark on one of the most exciting journeys of your life and I encourage you to immerse yourself in our vibrant school community. Whether your interests lie in athletics, clubs, music, or drama productions, there is something for everyone here so dive in and get involved!

In this time of transition, please feel free to reach out to professionals ready to assist you with all aspects of school life, including social issues, class scheduling, and college and career planning. Our staff will be valuable assets to you as you navigate high school. We have wonderful staff here at the high school who will guide you through your journey. The weeks and months ahead will be challenging but please be assured that we will provide you with encouragement and support in every way possible.

We invite you to attend a brief orientation on Tuesday, September 3, 2024, at 1:00 PM or 6:00 PM. We will begin in the Auditorium at 1:00 PM sharp with a presentation on what to expect in high school followed by a tour of the school. If you cannot attend at 1:00 PM, we will have the same setup again at 6:00 PM. If this date does not work for your family, we ensure that your student has an opportunity to tour the building on the first day of school, Wednesday, September 4, 2024.

Student schedules will be available to view on SchoolTool starting Thursday, August 29. Paper copies will also be provided at the orientation.

Below is additional information regarding Horseheads High School and the start of the 2024-2025 school year. If you have any questions, please reach out to the Main Office at 607-795-2500 x1620. I look forward to meeting you on September 3rd. Until then, enjoy the remainder of your summer!

Sincerely,



Mrs. Earl, Principal

Below are some key links that will help you be successful in the following school years:

- **High School District page:** [Horseheads High School \(horseheadsdistrict.com\)](https://horseheadsdistrict.com)
- **School Calendar with up-to-date information regarding the district:** [HCSDDistrict Calendar \(horseheadsdistrict.com\)](https://horseheadsdistrict.com/HCSDDistrictCalendar)
- **Board of Education Policies Regarding Student Attendance and Compulsory Age:** <http://boe.horseheadsdistrict.com/Board%20Policy%20Documents/5000%20-%20Students/5130%20Compulsory%20Attendance%20Ages.pdf>
- **Cafeteria Information - Including Free and Reduced Lunch forms:** [Horseheads Central School District GST BOCES - School Nutrition And Fitness; PaySchools - Online Payment Processing](#)
- **SchoolTool login:** [SchoolTool \(horseheadsdistrict.com\)](https://horseheadsdistrict.com/SchoolTool)
 - If you have forgotten your login information, please contact hcsdportalinfo@horseheadsdistrict.com to reset your password.

IS YOUR STUDENT GOING TO RIDE THE BUS?

If your student plans to ride the bus and you have not yet contacted our Transportation Department, please do so at 607-739-6338 as soon as possible to ensure that your student is assigned a bus.

HOMEROOMS

Students are to report to their first period class on the first day of school and staff will be available to assist throughout the building. Schedules will be available on SchoolTool **beginning August 29th**. (Reminder, no schedule changes will be made.)

2024 MARK TWAIN SCHOLARS

The following students represented the top 5% of the Class of 2024 and were honored this past June as Mark Twain Scholars, Congratulations to: **Ryan Bo, Aleksander Davis, Brandon Dildine, Abby Johns, Jiwoo Kim, Shoonfon Li, Sophia Lorenz, Kris Patel, Patience Richards, Clara Thompson, Abigail Youngman, Nathan Zhou.**

PARENTS NIGHTS

The High School will host two Parents Nights in the 2024-2025 school year: **October 3, 2024, and February 25, 2025, both beginning at 7:00pm.**

PICTURE DAY

On **September 10th** and **September 11th** all freshmen, sophomores, and juniors will have their picture taken during the day by Upstate Images. You will receive information with ordering details. Photographs will also be used on student ID's and in the yearbook. Students may be photographed on either day so please be prepared both days to have your picture taken.

WELCOME NEW HIGH SCHOOL STAFF

- **Brooke Hockeborn** - Business

PARENT ADVISORY COUNCIL

All parents are welcome to meet with the principal and provide feedback regarding our school. PAC is the recognized collective voice of parents of their school. We will meet on the following Tuesdays at 3:45pm in the Main Office Conference Room: **September 26th, October 31st, November 21st, December 19th, January 30th, February 27th, March 27th, April 24th, May 29th, and June 12th.**

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 – **Makayla Austin, Camron Benedict, Ivan Lin, Laura Wintermute**

Grade 11 – **Christian Blake, Nancy Deng, Marney Durr, Leah Scott**

Grade 10 – **Alexus Borek, Lucie McKenzie, Kayla Rathbun, Alana Stillman**

Grade 9 – **Drew Jones, Quinn Kane, Johnny Lowe**

Great Job!

STUDENT LAPTOP ASSIGNMENTS

This year, each student at the high school, will be assigned a laptop for educational use. Students will have the laptop with them throughout the school day and take it home to continue their schoolwork or research for projects.

At the beginning of the school year, each student will receive one Dell Latitude laptop and one power cord. These devices are complete with a general software package deemed necessary for all

students. The devices will be able to connect to home networks and content will be filtered through GST BOCES Regional Network for security and safety reasons.

Devices are owned by Horseheads Central School District, and software cannot be installed or deleted by the user. Only users with Horseheads school accounts will be able to access the laptops. All devices will have tracking software for security purposes. Tracking includes the user account accessing the device, general location of the device, and web navigation history.

The laptops are not intended for personal or household use outside of school related academics. All users of the device are expected to adhere to the district's Acceptable Use Policy signed by students at the beginning of the year. Please see additional information in the student device loan agreement attached.

At the end of the academic year, or if a student leaves the district, the laptop is to be returned to the district. If you have any questions or concerns, please contact Director of Technology William Giancoli at Hts@horseheadsdistrict.com. We look forward to providing this opportunity to your student.

2024-2025 STUDENT DEVICE LOAN AGREEMENT

The Horseheads Central School District is providing you with a laptop and power cord for the 2024-2025 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 2024-2025 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 and not receiving a new device the following school year.

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 never eat or drink 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.
- When at home, the device should always be used under adult supervision 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.

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 or 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.
- 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.

STUDENT SCHEDULES/CHANGES

Students will receive their class schedules for the 2024-2025 school year their first period class on the first day of school. In addition to receiving schedules, students will also receive an emergency form. **These must be completed and turned in no later than Thursday, September 26, 2024.** Lockers are available to students upon request in the Attendance Office. An important reminder to students and parents: once classes begin each semester, there will be no changes.

Between June 30th and July 31st requests for course changes must go through a petition process (forms are available in the Counseling Office or on the High School website under Counseling Forms). After July 31st no petitions to request a change will be made for semester one. Once school starts the deadline to request any second semester changes is January 15th.

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.

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 Kristina Earl, Principal, Horseheads High School, 401 Fletcher Street, Horseheads, New York 14845 **before November 1st**.

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. Further, 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.

ATTENDANCE REMINDER FOR PARENTS

Any student absence, late arrival, or early departure from the High School requires a written and signed explanation from the parent/guardian indicating the date of the absence. Parents are urged to make appointments for their students after school hours. When a request for dismissal during the school day is necessary, please submit it in advance and in writing (with a parent/guardian signature) to the Attendance Office. The note should state the date, time, and reason for release. Notices or appointment cards from doctor's offices will not be accepted unless the parent has added their own signature. Dismissal via telephone will only be done in emergency situations and must be approved by the principal.

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 improve by early morning. Inclement weather may include snow, ice, and freezing temperatures. If the school day is delayed, buses will run and schools will open two hours later than the usual time. 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
- District Facebook pages -the district and all seven schools have pages
- Twitter - @HhdsSchools
- Local television and radio stations:
 - o TV - WENY, WETM, Spectrum Cable News
 - o Radio – WELM 1410AM, WNKI 106.1FM/WPGI 100.9FM, WENY 1230AM/MagicFM 92.7FM/WGMM 98.7

Television and radio stations also put closing/delay information on their websites. Please do not call the radio/TV stations or the district's Transportation Office.

Important notes about school closings/delays:

- There may be a time when any of these means of communication do not work due to Internet issues, etc., so we ask that you check more than one of our communication methods to determine if school is in regular session or not for that day.
- 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 groups, and evening programs.
- When school is delayed, there is no supervision for students until schools open two hours later than the usual time so parents should not drop their children off at school until they open. Additionally, there is no breakfast served on delay days.
- Prekindergarten begins at 10:30am on delay days.
- If a storm develops after school begins, usual procedure is NOT to close school early. This allows time for highway crews to plow and sand and has proved to be less disruptive and confusing than attempting to send students home early.

SCHOOL ATTENDANCE AND BLOCK SCHEDULING

Parents and guardians can do much to help the school maximize the educational gains from block scheduling by considering the following. Careful planning is essential to receive the maximum educational gain from block scheduling.

- Family vacations should be scheduled during school vacations. A student missing one day will have the effect of missing two days. Another look would show that a week's vacation would be equivalent to two weeks missed or 10% of the course.
- Medical appointments should be scheduled after school or during school vacations.
- Teachers issue class expectations at the beginning of each semester and parents should know and support classroom expectations and homework patterns.

REMINDER TO STUDENTS REGARDING THEFT

In the past some students have suffered theft of personal items from corridor and gym lockers. Watches, items of clothing, money, cell phones--these items are particularly attractive to students who steal from other students. We strongly discourage all students from bringing any valuable items to school. Administration and staff are not liable for theft of any personal items. Caution beforehand is much more effective than feeling sorry after a loss!

AUTOMATED CALLING SYSTEMS

The High School has calling systems that are used throughout the year. These automated calls include daily attendance calls, general information calls, and survey calls. Daily automated attendance calls inform parents/guardians of the periods their student was absent. These calls are informational and there is no need to return a call as long as the information is accurate. Calls serve to inform parents/guardians of possible truancies from class. Please remember to monitor your student's attendance as there is an attendance requirement in place for course credit. General information regarding your school community is also occasionally delivered via the automated calling system. The calling system may also be used as a survey tool to collect your input regarding various important school issues. Your feedback is important to us so we would appreciate it if you would take the time to assist us when you receive a survey call.

STUDENT TEXTBOOKS

During the first week of school your student will receive a textbook(s) in most of his/her classes. Each book has a number and is issued specifically to your child. When books are distributed in the classroom, teachers record the student's name, the number of the book assigned to him/her, and the condition of the book. At the end of the course in January

or June your student is expected to return the same book in relatively the same condition. If that same book is not returned, your student will be fined to help cover the cost of replacing the book.

Very often students report that their textbooks have been stolen or lost. We have a lost textbook area in the Main Office where students may check for lost books or folders. It is extremely important that the student hand in the same textbook he or she was issued. This prevents one student using another student's book at the end of the year to satisfy his/her responsibility. At the end of the school year, you will be charged for books not returned. There are still many students who owe fines for lost or damaged textbooks. If your student did not receive a report card in July, the reason may be that he/she has an outstanding fine for a book that was not returned. Call the Main Office if you have any questions about outstanding books or if in going through your student's materials you find books belonging to the school.

RELOCATION REMINDER TO PARENTS

If you move within the district, we require two proofs of residency 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, Karen McLain at 739-5601, ext. 4251.

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:

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:

- 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.

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) or on the New York State Education Department website (www.nysed.gov) in "A Parent's Guide to Special Education."

If you have further questions, please contact Kelly Squires, 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, 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.

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

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.

THE BIG FIVE

In 2008 CSS Workforce NY and the Chemung County Chamber of Commerce’s Business Education Roundtable successfully launched The Big Five campaign. Thousands of posters and bookmarks were distributed across Chemung, Schuyler, and Steuben Counties championing five foundational concepts of workforce readiness:

- Be honest
- Show up on time every day
- Be ready for work
- Be willing to learn
- Maintain a good attitude

Though many things have changed since 2008, these basic values are still relevant today. CSS Workforce NY, GST BOCES, and the Chamber’s Business Education Roundtable have teamed up to bring Education and Business together to revitalize this initiative and introduce it to a new generation of students and employees.



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, 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.

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

TENATIVE CALENDAR				
3-Sep-24	Tuesday	Conference Day		
		Orientation	Auditorium	1:00 & 6:00
4-Sep-24	Wednesday	First Day of School		
		Senior Welcome	Senior Lot	7:00-7:45
		Fall Sports Parent Meeting	Auditorium	6:00
10-Sep-24	Tuesday	School Pictures	Auditorium	8:00-3:00
11-Sep-24	Wednesday	School Pictures	Auditorium	8:00-3:00
20-Sep-24	Friday	Senior Picture Make Ups	MMC	7:00-3:00
23-Sep-24	Monday	Spirit Week		
24-Sep-24	Tuesday	Spirit Week		
25-Sep-24	Wednesday	Spirit Week		
26-Sep-24	Thursday	Spirit Week		
		Parent Advisory Council	North Office	3:45-4:15
27-Sep-24	Friday	Spirit Week		
		Senior Sunrise & Photo	Stadium	7:00-7:45
		Senior Fundraising Kick Off	Auditorium	7:50-8:30
		Pep Assembly	Stadium	1:45-3:00
		Homecoming Game	Stadium	7:00
28-Sep-24	Saturday	Homecoming Dance	Middle School	6:30-9:00



**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

Horseheads High School Student Rules and Procedures

2024-2025



Building Administrators

Mrs. Earl – Principal
North Office

Mr. Buseck – Assistant Principal
South Office

Mr. McCawley – Assistant Principal
North Office

Late Arrivals:

- If a student arrives after 7:50 AM, they should enter through the main entrance, door 1.
- They'll need to sign in with the attendance office.
- The attendance office will provide them with a pass to class.
- Students are expected to proceed directly to their scheduled class.

Early Dismissals:

- If a student needs to leave early for any reason:
 - They must have written consent from a parent or guardian.
 - Parents/guardians can provide this consent via a written note or by emailing the attendance office at pmartin@horseheadsdistrict.com.
 - Upon approval, students will receive a green card that excuses them from class.
 - Students can exit the building through any door when leaving early.
 - However, they must re-enter through the main entrance upon return.

Disciplinary Consequences:

- It's essential to emphasize that repeated tardies or early dismissals may lead to disciplinary consequences.

Attendance Policy:

- Attendance Thresholds:
 - For an 80-minute class, students are considered absent if they miss more than 12 minutes.
 - In a 40-minute class, the threshold is 6 minutes.
- Credit Impact:
 - Students will lose credit due to attendance if they have more than
 - 14 absences in a full-credit course,
 - 7 absences in a half-credit course, or
 - 28 absences in a two-semester course.

- Excused Absences:
 - Even excused absences count toward the total. Whether it's a doctor's appointment, a family event, or any other valid reason, it still contributes to the overall attendance count.
- Communication is Key:
 - If a student will be missing multiple days due to a specific situation, it's essential they speak with their counselor or administrator.

Homework Requests for Absent Students:

- Most assignments are available on Canvas. If there are hard copies or materials to be picked up, parents will be notified by the teacher to pick them up from the attendance office.

Closed Campus Policy:

- Horseheads High School does not allow students are not allowed to leave campus during school hours, including lunch periods. The only exception is for appointments with prior written consent from a parent or guardian. Students must pick up their green card from the attendance office prior to leaving the building.
- If a student needs to access their car, they must get prior permission and a pass from the main office.

Items Delivered:

- No food or drink deliveries from services like DoorDash or Grubhub are allowed on campus.
- Parents and guardians may drop off items for students at the attendance office. They will be placed on a table in the lobby for students to pick up between class periods.

Building Security:

- Under no circumstances should students open secure doors for anyone. Everyone must use the main entrance to enter the building during school hours.
 - Students who violate this rule by opening secure doors for others will face disciplinary consequences. It is crucial for maintaining the safety of our school community.
- Visitors:
 - Individuals who are not regular staff members or students need prior permission from the principal to enter the building.
 - Visitors must present identification upon entry. Their ID's will be scanned into our Raptor system. Once inside, visitors must be escorted to their intended destination.

Parking

- Only seniors with valid parking stickers can park in the senior lot. It is first come, first served, so arrive early. If the senior lot is full, park at the field house.
- Underclassmen can park at the field house after obtaining a parking sticker from the main office.
- Please remember parking is a privilege and it can be revoked.

Lockers

- Lockers are available upon request at the attendance office anytime during the school year.

Schedule Changes

- First semester requests are due by July 31.
- Second semester requests are due before the last day for the first semester class.

Activity Periods

- Report to your assigned room and teacher for attendance.
- You can leave with a pre-signed pass after attendance has been taken.
- Missing an activity period without permission results in a lunch detention.

Dress Code

- Maintain a non-offensive appearance. Cover stomach, back, chest, pelvis, and buttocks.
- No hats, hoods, bandanas, visors, or head coverings inside the building, except for religious or medical reasons.
- Violations will result in being sent home to change, and parents will be notified.

Clubs and Extracurricular Activities

- Listen to announcements and check daily emails for opportunities to get involved in our school community.

Electronic Devices

- Laptops will be provided to each student for educational use. They will be handed out on the first day of school.
- Bring your laptop to school daily, charged, and ready to use.
- All laptops will be returned at the end of the school year.

Working Papers

- Students can obtain working papers from the health office.

Reporting Violations

- Report any code of conduct violations immediately to staff or administrators.
- Use the See Something Say Something QR codes around the building for anonymous reporting.

**The Code of Conduct can be found on the District website:
[horseheadsdistrict.com student handbook](http://horseheadsdistrict.com)**

Horseheads High School Clubs and Activities 2024-2025

Class Officers:

Freshman Class – Advisor: Mrs. Janke

The freshman class officers plan and execute duties such as attending and participating in meetings, volunteering, fundraising, and marketing of fundraisers, as well as executing all duties of planning the Winter Snow Ball Dance (co-planned and co-run with the sophomore class officers and advisors).

Meetings will be announced.

Sophomore Class – Advisors: Mrs. Dildine and Ms. McCawley

Sophomore class officers plan and execute a yearly fundraiser and make charitable donations to various community organizations. Class officers also act in tandem with and on behalf of their class members in completing community service projects and meaningful volunteer endeavors. Class officers are elected by their peers and are expected to demonstrate leadership and initiative in all of their activities. The sophomore and freshman classes host an annual Powderduff game that has become one of the most popular events of the school year. **Meetings will be announced.**

Junior Class – Advisor: Ms. Luongo

Officers are elected in the fall of their junior year. The major function is the Junior Prom in the spring, for which there is a big fundraising event. **Meetings will be announced.**

Senior Class – Advisors: Mrs. Dean and Mrs. Wright

The senior class plans and implements a variety of events in students' final year at Horseheads High School. These events include, but are not limited to, the senior class fundraiser, the senior prom, and the senior celebration. The club consists of elected and appointed officers, but all students are encouraged to share suggestions and ideas. Everyone in the senior class is welcome to participate in all senior events. **See Mrs. Dean or Mrs. Wright if you're interested.**

Academic Challenge – Advisor: Ms. Doren

Love trivia? Join Academic Challenge! We compete in tournaments at various schools in the fall, and we have virtual competitions and weekly meetings. All are welcome. You do not have to be an expert, just enjoy trivia and fun. **Meetings will be announced.**

Debate Club – Advisor: Mrs. Janke

Do you know how to argue (or would you like to learn)? Can you persuade people to believe in your point of view? The Horseheads Debate team needs you! We will be practicing and preparing for local debate competitions and hosting a staff vs. students debate. As well as participating in Model UN events and meeting local Model UN teams from other schools. We may even visit the United Nations!

Environmental Science Club – Advisor: Mrs. Dildine

The Environmental Science Club focuses on strengthening the scientific community at Horseheads High School. This club is driven by students and their desire to explore and discuss scientific principles, especially those that focus on the environment. Members of this club encourage each other to identify ways that science affects their lives as well as their community and the world. Students will have the opportunity to collaborate with each other and the local community in this effort. Activities may include, but are not limited to, projects (school and community based), research, presentations (by fellow

students and by environmentalists and/or scientists), and field trips. **Contact Mrs. Dildine for more information.**

Genders and Sexuality Alliance (GSA) – Advisor: Mrs. Dufort

GSA clubs unite LGBTQ+ and allied youth. Our mission is to educate and support each other. We strive to create a culture of acceptance, pride, and happiness, as we encourage positive social change and build a stronger sense of community. Meetings take place twice a month in Room 212. **Contact Mrs. Dufort for more information.**

Greenroom Players – Advisors: Mrs. Dufort, Mr. Schiavone, Mr. Smith and Mrs. Thompson

This student group presents major productions each year in the High School Auditorium (the selection varies yearly but often includes a play, Variety Show, and a Broadway-Style musical). Opportunities are available for students in grades 9-12 in acting, singing, dancing, as well as many backstage assignments (lighting, sound, props, makeup, costumes, etc.). Watch and listen to announcements for information on upcoming auditions and backstage opportunities.

Interact Club – Advisor: Ms. Doren

Interact is a student-led organization focused on community service. Members commit to complete five volunteer hours a semester through participating in events at the Food Bank, Blood Drive, Salvation Army Bell Ringing, reading to elementary students, and helping in their neighborhoods. **See Ms. Doren for more information on how to join. And follow us on Instagram: @hhsinteract**

Mock Trial Club – Advisor: Mrs. Pratt

If you enjoy legal dramas or are interested in a career in criminal justice, the Horseheads Mock Trial team is perfect for you! Our team has a strong track record in the New York State Bar Association's Annual Mock Trial Competition. We conduct criminal and civil cases, prepare witness testimonies, and strategize for convictions and acquittals. Our attorney advisor, Horseheads graduate John Brennan, brings his expertise as an attorney and Public Advocacy Office Administrator. Meetings are held Wednesdays after school. Interested? **See Mrs. Pratt for more details.**

Foreign Language and Multicultural Club – Advisor: Mrs. Fischer

Have you heard?! Language Club and Multicultural Club are merging next year! If you are interested in running for an officer position for the 2024-2025 school year, please pick up an application outside room 240 and see Mrs. Fischer with questions. Applications are due to Mrs. Fischer today.

National Honor Society – Advisor: TBD

National Honor Society (NHS) is devoted to students who exhibit excellence in scholarship, service, leadership, and character both in school and outside school. Students are selected through an application process in their junior or senior year. For NHS selection information and the chapter's bylaws, [click here](#). Please listen and watch the announcements for meeting notices.

Student Council – Advisors: Ms. Crozier and Mr. Folsbee

Student Council is a club that is focused on boosting positive school morale and student involvement. Initiatives include spirit weeks, the fall pep rally, school dances, and community service programs. Student Council provides a forum for student opinions, encourages school pride, and develops teamwork and leadership skills. **See Ms. Crozier or Mr. Folsbee for more information on how to join. Follow us on Instagram: @hhs_stu_co.**

Varsity H – Advisor: Mr. Russ

Positions available and responsibilities:

President – Writing announcements, assisting with pep assemblies, writing thank you notes, communicating with the advisor, helping organize club events, meeting with officers regularly to address concerns, assisting with the Sports Tribute.

Vice-President – Decorating, acting as the DJ for dances, assisting the president at meetings, leading meetings in the president's absence, assisting with the Sports Tribute.

Treasurer – Making deposits, paying bills, acting as the liaison with the Central Treasurer for Athletics, balancing the monthly ledger.

Secretary – Creating bulletin boards, writing articles, taking minutes at meetings.

Historian – Hanging photos of teams and newsletter clippings on bulletin boards, keeping all photos updated.

Season Representatives (Fall/Winter/Spring) – Getting information to captains and helping with the concession stands.

General responsibilities for all officers – Attendance in school and athletic events is required, all officers are required to work concession stands, sell tickets during lunch/activity periods, help with sign-ups for sports teams, stop by the Athletic Office to see if any help is needed, recruit other athletes to work concession stands, decorate, work tournaments, and help with the Sports Tribute.

Applications are to be submitted to Mr. Russ in the Spring, members are selected in June, meetings will be announced. **See Mr. Russ for more information.**

Yearbook Club – Advisors: Mrs. Brenzo, Mrs. Lenhardt, Mrs. Pratt, and Mr. Russ

Do you enjoy graphic design, art, or writing? Help create our next yearbook! Students are responsible for all phases of yearbook publications: planning, design, layout, writing, taking pictures, and selling advertisements. There is a job for any student who expresses an interest. Meetings take place every Monday and Thursday. **Contact Mrs. Brenzo or Mrs. Lenhardt for more information.**

Youth Activation Committee (YAC) – Advisor: Mrs. Tenbus

The Youth Activation Committee (YAC) is made up of youth leaders with and without intellectual disabilities. YAC members are agents of change in the school and community through advocacy for respect, inclusion, and acceptance for all people. Through the YAC, students plan and implement activities that create a culture of inclusiveness in school. The purpose is to create a whole school environment where authentic social inclusion and learning happens through meaningful activity providing respect and dignity for all. YAC supports Unified Sports and the Unified Raiders. **See Mrs. Tenbus for more information.**

**2024-2025 Community Eligibility Provision
Household Income Eligibility Form**

Horseheads CSD is participating in the Community Eligibility Provision. All children in the school will receive meals at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call 607-739-5601 ext. 3671, if you need help.

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	No Income
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here, and sign the application.

Name: _____ CASE # _____

3. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

4. Signature: An adult household member must sign this application.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____

Email Address:
Home Phone
Work Phone
Home Address

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY		
Annual Income Conversion (Only convert when multiple income frequencies are reported on application) Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12		
SNAP/TANF/Foster Income	Total Household Income/How Often:	Household Size:
Free Eligibility	Reduced Eligibility	Denied Eligibility
Signature of Reviewing Official		

CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
 - (2) List their grade and school.
 - (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.
-
-

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
 - (2) An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.
-
-

PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
 - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
-
-

PRIVACY ACT STATEMENT

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
www.cn.nysed.gov

2024-2025 Letter to Parents for School Meal Programs Special Provision Options Community Eligibility Provision

Dear Parent or Guardian:

We are pleased to inform you that Horseheads Central School will be implementing a meal certification option available to schools participating in the National School Lunch and School Breakfast Programs for 2024-2025.

What does this mean for your child(ren) attending the school(s) identified above?

All students enrolled at Horseheads Central School are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the 2024-2025 school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If you have any further questions, please contact **Rob Cole** at 607-739-5601 ext. 3671.

Sincerely,

Dr. Thomas J. Douglas, Superintendent

607-739-5601

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider

**2024-2025 Community Eligibility Provision
Household Income Eligibility Form**

Horseheads CSD is participating in the Community Eligibility Provision. All children in the school will receive meals at no charge regardless of household income or completion of this form. This form is to determine eligibility for additional State and federal program benefits that your child(ren) may qualify for. Read the instructions on the back, complete **only one** form for your household, sign your name and return it to the school named above. Call 607-739-5601 ext. 3671, if you need help.

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	No Income
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here, and sign the application.

Name: _____ CASE # _____

3. Household Gross Income: List all people living in your household, how much and how often they are paid (weekly, every other week, twice per month, monthly). Do not leave income blank. If no income, check box. If you have listed a foster child above, you must report their personal income.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

4. Signature: An adult household member must sign this application.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school may receive federal funds. The school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____ Date: _____
Email Address: _____
Home Phone _____
Work Phone _____
Home Address _____

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY		
Annual Income Conversion (Only convert when multiple income frequencies are reported on application) Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12		
SNAP/TANF/Foster Income	Total Household Income/How Often:	Household Size:
Free Eligibility	Reduced Eligibility	Denied Eligibility
Signature of Reviewing Official		

CEP/Provision 2 Non-Base Year Household Income Form INSTRUCTIONS

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE FORM FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one form.
 - (2) List their grade and school.
 - (3) Check the box to indicate a foster child living in your household, and check the box for each child with no income.
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PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families) or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. Do not use the 16-digit number on your benefit card. The case number is provided on your benefit letter.
 - (2) An adult household member must sign the form in PART 4. **SKIP PART 3** - Do not list names of household members or income if you list a SNAP, TANF or FDPIR number.
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PARTS 3 & 4 ALL OTHER HOUSEHOLDS MUST COMPLETE ALL OF PARTS 3 AND 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are completing the form for, all other children, your spouse, grandparents, and other related and unrelated people living in your household. Use another piece of paper if you need more space.
 - (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
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PRIVACY ACT STATEMENT

Confidentiality: The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.