

Horseheads Middle School



School Safety Edition



September 2025

Contact Us!

607-739-6357 • Horseheadsdistrict.com/HHMS.cfm

What's Happening at HMS

SEPTEMBER

9/10/25 PTO Meeting @ 5:00pm in the Library
Open House 6:00-7:00pm

9/10 - 9/11/25

Aimsweb Plus Testing

9/12/25

Picture Day

OCTOBER

10/08/25

Progress Reports Distributed

10/10/25

Conference Day

No School

10/13/25

Columbus & Indigenous Peoples Day

No School

10/31/25

Halloween Dance & Open Gym

2:15-3:45pm

Free Breakfast & Lunch for PK - 8

Students in grades PK-8 will receive one free lunch. This includes the entree, three fruits or vegetables, and a milk. Juice counts as a fruit choice. Students will have to pay for any ala carte items, a second entrée, or a second meal. They will also be able to get one free complete breakfast meal, paying for any ala carte items.

Welcome Back to School

The beginning of a new school year is an exciting time for our students. Seeing old friends and making new ones, and comparing class schedules and lunchtimes. Students will have many new challenges as the year commences.

Safety and security are not usually the first thing a student thinks about when returning to school. But we want our students to be prepared in the event of any kind of emergency, so safety drills will be taught and practiced regularly.

"See Something, Say Something" is a program we utilize for students to safely and anonymously report suspicious activity. Students can email either Mr. Holloway or Mr. Hoeffner to report someone or something that is of concern to them.

This issue is designed to bring awareness and important information to our families. If you have any questions or concerns, please contact us at: (607) 739-6357.



My Ride K-12 App

Download My Ride K-12 mobile app to be the first to know about 2025-26 busing information and receive real-time alerts.

[Click here for more information.](#)

Make it a great day,



the Raider Way!

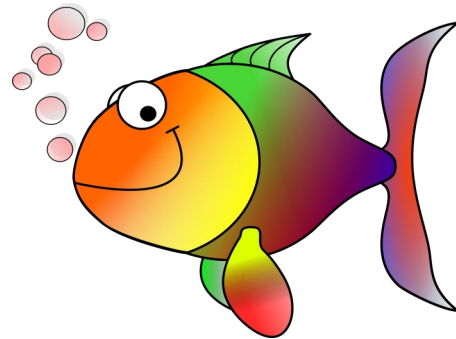
Raider Way:



- Fair and Just
- Respectful
- Responsible
- Good Citizen
- Trustworthy
- Caring and Kind

Fish Philosophy:

- Choose Your Attitude
- Make Their Day
- Be There
- Play



Think:

Before you say or do anything:

- *T - Is it true?*
- *H - Is it helpful?*
- *I - Is it inspiring?*
- *N - Is it necessary?*
- *K - Is it kind ?*

Drop-Off and Pick-Up Procedures



We understand that the large volume of cars during arrival and dismissal often leads to long lines, and we truly appreciate your patience. Our goal is to keep traffic moving through the parking lot as smoothly and efficiently as possible.

To help protect students and keep traffic flowing, we ask that all families follow the procedures outlined below and the map on page 5. When we all work together and follow the same process, it benefits everyone.

Morning Drop-Off Procedures

- Doors Open: 6:50 AM
- Grab-and-Go Breakfast Available: 7:00 AM – 7:12 AM
- To help your student start their day on time, please ensure they are in the building by 7:10 AM. First period begins at 7:15.

Important Guidelines:

- Use the **entire drop-off lane** between the first and last crosswalks.
- Middle School Drop Off: Use the **outside loop**, farthest from the canopy.
- Intermediate School Drop Off: Use the **inside loop** near the canopy.
- Please refer to the map provided.
- Do **not** wait until you're directly in front of the entrance to drop off your student. Our supervisors have been instructed to direct traffic and speak directly to students when procedures are not followed.
- Up to **20 cars** can drop off students at once.
- Use caution when pulling around other vehicles.
- Students should exit the car as soon as it comes to a complete stop within the drop-off zone.
- Make sure your student is **ready to exit quickly** with all belongings in hand.

Continued on page 4 and 5

Drop-Off and Pick-Up Procedures



Please Do NOT:

- Drop students off in the parking lots
- Drop students off on Sing Sing Road

Afternoon Pick-Up Procedures:

- Bus Riders & Walkers Dismissal: 2:05 PM
- Parent Pick-Ups Dismissal: 2:10 PM

You may pick up your student using:

- The **middle school drop-off lane**
- The **intermediate school drop-off lane**
- **Designated parking spots** in the upper section of the lot

Tips for a Smooth Pick Up:

- Use the **same pick-up location each day** to help your child know where to go.
- All students must use the **crosswalk** near the main entrance. Wait for the staff member to assist you.

Important Timing Notes:

- **Intermediate School Pick Up:** Begins at 1:55 PM
- **Middle School Pick Up:** Begins at 2:10 PM ♦ **Please do not arrive before 2:05 PM** to avoid overcrowding the parking lot.
- From **2:10 to around 2:20**, **only left turns** are allowed when exiting the middle school lot. This helps buses leave on time to get to the high school.
- Before 2:10 and after 2:20, you may turn **left or right** as usual.

Safety Reminder

- Watch for students and staff in the parking lot and crosswalks.
- Follow all directions from our staff — they're here to keep traffic moving efficiently.

Drop-Off and Pick-Up Procedures



Blue Lane: Intermediate School Drop-Off, Pick-Up, and Middle School Pick-Up Only

Black Lane: Middle School Drop-Off and Pick-Up

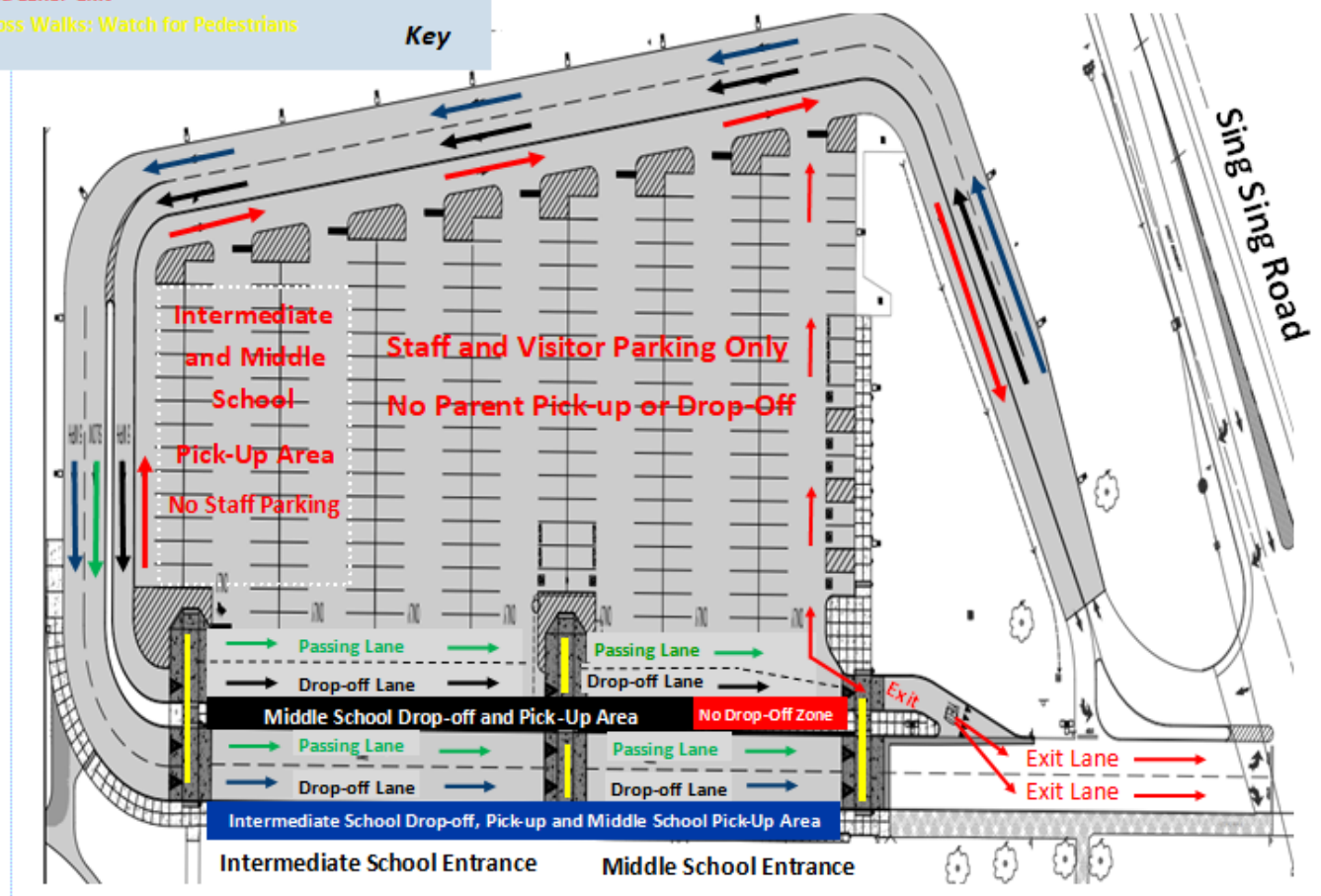
Green Lane: Passing - proceed with caution

Red Lane: Exit

Cross Walks: Watch for Pedestrians

Key

Intermediate and Middle School Main Parking Lot



Thank you for your cooperation and for helping us make drop off and pick up run smoothly. Please understand modifications may occur should the need arise.



A Parent's Guide to Horseheads Middle School

What You Need to Know About School Safety & Security



“School safety is the job of the entire school community. This effort requires leadership and coordination by school administration and involvement and participation from all sectors of the school community. Planning, conducting drills and participating in exercises with law enforcement, fire, emergency officials and other members of the school community ensures a comprehensive, unified approach to school emergency response planning. Building relationships and community engagement are vital to building a safer school community.”

- From the New York State Guide to School Emergency Response Planning, September, 2020

Horseheads Middle School adheres to the comprehensive safety plan developed by New York State designed to help school districts prepare and plan for varied emergency circumstances. Advance planning with emergency responders in our district ensures that we are ready to provide an appropriate and timely response to emergencies.

Students are drilled on procedures and policies throughout the school year. Along with the usual fire drills, other drills such as hold-in-place, lock out and lockdown will prepare students for an emergency occurring inside or outside of the building. Families will receive notice within one week prior to each drill. Students are taught building safety procedures so they are able to respond in a calm and orderly manner, should an emergency situation arise.

In the event of a school emergency, please refer to district communications via our all-call or auto-email systems. We ask you not to call or come to the school unless requested to do so in our communication. We will share information as soon as we are able.

Important Contact Information

- Safe Schools Line - 607-795-2044
- Mr. Holloway- Principal - rholloway@horseheadsdistrict.com
- Mr. Hoeffner - Assistant Principal - thoeffner@horseheadsdistrict.com
- Middle School Main Office - 607-739-6357
- Middle School Website - <http://www.horseheadsdistrict.com/HHMS.cfm>
- Horseheads District Phone Number - 607-795-5601
- Horseheads District Website - <http://www.horseheadsdistrict.com>
- Athletic Office Phone Number - 607-739-5601 x4254
- Athletic Office Website - <http://horseheadsdistrict.com/athletics.cfm>



“The safety of our students is paramount”

Dr. Tom Douglas, Horseheads District Superintendent

Welcome Back Students

Welcome back students, parents and guardians! We hope you all had a wonderful summer break and are refreshed and ready for a new school year. To paraphrase the above quote from Dr. Douglas, student safety is our number one priority here at the middle school. Students can only learn if they feel safe and secure within these walls. Our administration continues to work diligently to promote safety each and every day.

We encourage you to remain involved in your students' education during their early adolescent years. Student success increases when schools and families work together. Therefore, please contact us with any questions, concerns, or suggestions as we work together to provide valuable learning opportunities for our students.

— Mr. Holloway, Principal

— Mr. Tom Hoeffner, Assistant Principal

Safety Precautions at the Middle School

Entrances to all District Buildings

All school buildings have:

- School doors that are locked the entire day
- Door locks that can be programmed to unlock for special events and lock again after the event

Raptor System

All school visitors are required to provide their government-issued driver's license or other government issued ID card. The Main Office secretaries will scan the license or ID and produce a badge with the visitor's name, photo and where they are visiting within the building.

Building Safety Team

The Building Safety Team at the Middle School consists of teachers, our school nurse, our SRO and our administration.

The mission of the Building Safety Team is to examine, plan and implement safety precautions and plans to keep our students safe in the middle school building.



Safety Precautions at the Middle School

Medical Emergency Response Team

The purpose of the Medical Emergency Response Team at the Middle School is to quickly respond to medical emergencies in our building. A medical emergency is anything that requires an immediate response from trained personnel. Each team member is assigned a specific role to ensure a rapid, coordinated response.

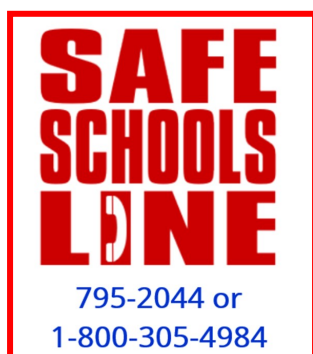
District Bus Garage

All Horseheads School District busses have:

- Up-to-date cameras, so footage from a run may be used to verify a complaint
 - Bus numbers painted on their roofs for air surveillance
 - Updated 2-way radios on board to communicate with the garage and other busses and schools
 - All the latest safety and technology on board
 - My Ride K-12 is an app designed for parents to monitor their student's bus in real time
- Get the app here: [Download My Ride K-12 App Parent Resource](#)

Social/Emotional Learning programs:

- SEL Standards
- Support Staff
- Welcoming and Affirming Environment
- Crisis Teams
- Therapeutic Crisis Intervention
- Character Education Pillars



if you
SEE | **SAY**
something | something

Call The Safe Schools Line
607-795-2044 or 1-800-305-4984

Mr. Holloway

rholloway@horseheadsdistrict.com

Mr. Hoeffner

thoeffner@horseheadsdistrict.com





Safety Precautions at the Middle School

HMS Emergency Response Plan

The Horseheads Middle School Building Safety Team has created a multi-faceted response plan for potentially dangerous situations. Our plan is aligned with The Horseheads School District Safety Plan and is developed with the latest information related to school safety. Our teams are trained and committed to ensuring students and staff remain safe at school. Cooperating with local first responders is essential for building safety. Therefore, our building safety plan is reviewed, updated and shared with local first responders on an annual basis.

“Student success increases when schools and families work together. Therefore, please contact us with any questions, concerns, or suggestions as we work together to provide valuable learning opportunities for our students.”

- Ron Holloway, principal

Parents, please:

Reinforce the importance of all safety drills with your students. Paying attention and following directions are crucial for everyone's safety. Questions or concerns related to school building safety can be directed to Principal Ron Holloway at 739-6357.

Parents' Bill of Rights for Data Privacy and Security

1. The parent/guardian or eligible student has a right to:
2. inspect and review the student's education records;
3. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
4. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act (FERPA) authorizes disclosure without consent; and
5. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations. Complaints may be sent to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605.

Social/Emotional Health Services



In addition to their teachers and teaching assistants, students at Horseheads Middle School have access to staff members trained in social and emotional health services. Although our training does not equip us to conduct in-depth counseling sessions, we are able to assist students and families when social and emotional health needs arise. We encourage students and families to utilize our school counselors, social workers, school psychologists, school nurses, school resource officer and school administrators whenever a social or emotional health need arises. We can all be reached by calling 739-6357.

School Counselors: Ms. Clark (A-K) and Mr. Micknich (L-Z)

School Psychologist: Ms. Michelucci

Social Worker: Ms. Sternquist

Assistant Social Worker: Ms. Rahr

School Nurse: Mrs. Wright, RN and Ms. Palma, LPN

School Administrators: Mr. Holloway (Principal) and Mr. Hoeffner (Assistant Principal)



Educating the Whole Child

Horseheads Middle School consists of a dedicated, knowledgeable and passionate educators whose job it is to **Explore** ways to **Empower** students to **Excel** academically, socially and emotionally.

As adults, we know we do not perform our best when we are stressed, sick or depressed. We cannot expect any different when it comes to our children. Negative emotions and experiences interfere with a student's ability to learn. When students fear failure, doubt themselves or suffer with stress, they are less likely to succeed academically, socially and emotionally.

It is our goal to create a positive building climate where students feel safe and encouraged to participate in their education. Our community also plays a vital role in helping our students succeed. Participation in school programs and supporting our sports and academic events encourages our students to excel academically, socially and emotionally.

Our Parent-Teacher Organization, PTO, is dependent on community involvement to provide our students with various activities and supports throughout the year. We encourage you to join our PTO and assist with the PTO sponsored events throughout the year. You can email Ron Holloway at rholloway@horseheadsdistrict.com if you would like to volunteer.



Parent Information



Progress Reports / Report Cards

Parents are informed of student progress in two ways. Progress reports are sent home with students at the five-week point of each marking period. A report card is sent home with students at the end of the ten-week marking period.

Distinguished High Honor Roll	95-100
High Honor Roll	90-94.99
Honor Roll	85-89.99
Failing Grade	64.0 or lower in any course

A failing grade or incomplete in any class eliminates the student from the Honor Roll.

Progress Report Cards Issued October 8, 2025

Lost and Found

Lost your water bottle? Misplaced your sweat-shirt? Check the Lost and Found! There are blue bins under the table in the Main Office.

We encourage all students to reach out to a trusted adult if they are not feeling well physically, emotionally or socially. Parents are encouraged to call the school if they feel their student needs additional support.

Attendance Auto-call and Email

To keep you updated regarding your child's attendance, the middle school will send you an auto-call and email when your student(s) are absent from school. If a student is absent from first period, a call and email will be generated and delivered in the morning. If the student continues to be absent, another call will be generated and delivered in the evening with all of the periods the student has missed.

Learn up-to-date information about our schools and district:

- Facebook: The district and each of our seven schools have pages. "Like" them to see our information in your news feed Twitter: Follow us on Twitter at @HhdsSchools to read our tweets
- Follow us on Instagram at hhdsschools
- Visit our district website at www.horseheadsdistrict.com.
- Questions about our website or social media?

E-mail hcsdinfo@horseheadsdistrict.com

PTO is looking for volunteers!

Please consider joining our PTO and help us have an outstanding school year! There will be plenty to do:

- School Dances with Open Gym
- 8th-grade Celebration
- Student Incentive Programs
- Staff Appreciation Events

Organizing and funding these events takes time and effort. Your participation is greatly appreciated!

Contact the school at: 739-6357

Want to Donate? Use the VENMO code below.



venmo
@HMSPTO



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.

PARENT PORTAL

Don't have Parent Portal? Please visit our website. In the "QuickLinks" section in the middle, near the bottom, hover over "Parent Portal". You will be directed to complete a short form online. If you have questions, please call Genie Connel at 739-5601, x4251 or email gconnel@horseheadsdistrict.com

Checking your student's grades on Parent Portal? The URL for a computer browser is:

<https://schooltool.horseheadsdistrict.com>

The URL for the mobile app is:

<https://gst1.schooltool.com/horseheads>



aimsweb Plus is a reliable computer-based screening assessment, which is administered in the fall, winter and spring. Beginning September 19th, students will be taking the fall *aimsweb* Plus benchmark assessments in reading and math. *aimsweb* Plus allows us to monitor our students in reading and math and provides us with valuable information we can use to make educational decisions for our students. Results will be shared with parents and students three times per year. Our goal is for each student to demonstrate academic growth from fall to winter and winter to spring. No special preparation for the *aimsweb* Plus testing is required.

If you would like additional information regarding the *aimsweb* Plus assessments, please visit the *aimsweb* Plus website at <http://www.aimswebplus.com/> or call us at 739-6357.

Volunteers Needed

The school district has many career-related events including career days, career panels, job shadows, classroom speakers, field trips and mock interviews. **We are always looking for volunteers** for these events.

We are looking for parents, grandparents, other adult family members and friends as well as community volunteers in every career field. Most events are only an hour or two on a given day, yet **your experience and career knowledge** can deeply influence a child's life, career goals and future educational path.

If you are interested in volunteering or learning more about how you can get involved, **please contact Deb Lynch**, the Career Development Representative for the Horseheads School District, or **Jennie Sonsire** at (607) 795-5320 or dlynch@gstboces.org or jsonsire@gstboces.org.

Here at Horseheads Middle School, we strive to build confidence in all of our students, challenge them when they fail, and teach them how to develop a strong work ethic. All students have abilities; we work with them to stretch their minds to see what they can push themselves to accomplish. Effort alone is not enough to develop or strengthen a growth mindset. Trying new strategies, learning who to ask or where to go for direction when stuck are what build a successful student. As the great Albert Einstein said, *“Anyone who has never made a mistake has never tried anything new”*.

What Kind of Mindset Do You Have?



I can learn anything I want to.
When I'm frustrated, I persevere.
I want to challenge myself.
When I fail, I learn.
Tell me I try hard.
If you succeed, I'm inspired.
My effort and attitude determine everything.



I'm either good at it, or I'm not.
When I'm frustrated, I give up.
I don't like to be challenged.
When I fail, I'm no good.
Tell me I'm smart.
If you succeed, I feel threatened.
My abilities determine everything.

Created by: Reid Wilson @wayfaringpath © ⓘ ⓘ ⓘ Icon from: thenounproject.com

“If parents want to give their children a gift, the best thing they can do is to teach their children to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning. That way, their children don't have to be slaves of praise. They will have a lifelong way to build and repair their own confidence.”

— Carol S. Dweck

Ms. Dweck is the Lewis and Virginia Eaton
Professor of Psychology at Stanford University



Horseheads Central School District

Information about Emergency School Closings/Delays

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

Note: 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 or other issues, 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, on school delays, there is no breakfast served.
- On school delays, prekindergarten begins at 10:30am.
- 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 the roads and has proved to be less disruptive and confusing than attempting to send students home early.

School/District Communication

Our schools publish newsletters monthly or every other month. The district has an annual budget newsletter and other communications shared as needed. These will be sent by email and are available online.

The online district calendar can be found here: <https://www.horseheadsdistrict.com/fullcalendar.cfm>. It is updated regularly. Calendar information is also shared in school and district newsletters.

The Horseheads Central School District partners with



The Trusted Platform
for School Community Engagement

Parents/Guardians:

You can take advantage of our Text Messaging Service

The Horseheads School District uses the SchoolMessenger system to deliver **text messages**, straight to your mobile phone with important information about school closings, safety alerts, and more.*

You can participate in this service* by sending "Y" or "Yes" by text to our school's short code number, **67587**.

You can also opt out of these messages at any time by simply replying to one of our messages with "Stop".

SchoolMessenger is compliant with the [Student Privacy Pledge™](#), so you can rest assured that your information is safe and will never be given or sold to anyone.



**Opt-In from
your mobile
phone now!**



**Just send
"Y" or "Yes"
to 67587**

Information on SMS text messaging and Short Codes:

SMS stands for Short Message Service and is commonly referred to as a "text message". Most cell phones support this type of text messaging. Our notification provider, SchoolMessenger, uses a true SMS protocol developed by the telecommunications industry specifically for mass text messaging, referred to as "short code" texting. This method is fast, secure and highly reliable because it is strictly regulated by the wireless carriers and only allows access to approved providers. If you've ever sent a text vote for a TV show to a number like 46999, you have used short code texting.

*[Terms and Conditions](#) – Message frequency varies. Standard message and data rates may apply. Reply HELP for help. Text STOP to cancel. Mobile carriers are not liable for delayed or undelivered messages. See schoolmessenger.com/txt for more info.



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Pesticide Application Notice



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, please complete the attached form and return it to Tony Stager, the Horseheads School District pesticide representative at: Horseheads School District, Facilities Services, 507 Fletcher Street, Horseheads, NY 14845. You may also fax this form 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 concerning these requirements.

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 or Cell Phone _____

Email Address _____

Return to the Main Office, or mail to Horseheads Middle School, 950 Sing Sing Road, Horseheads, NY 14845.

New York State's Dignity for All Students Act (The Dignity Act) seeks to provide the State's public elementary and secondary school students with a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus and/or at a school function.

The Horseheads School District Code of Conduct describes harassment as follows:

"Harassment" and/or "bullying" means an intentional act against any student, on school property or at a school function, that creates a hostile environment by conduct, with or without physical contact by verbal threats, intimidation or abuse, including cyberbullying of such a severe nature that it:

- **has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or**
- **reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.**
- **reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or**
- **occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.**

"Emotional Harm" that takes place in the context of harassment or bullying shall be defined as harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education. Such conduct shall include, but is not limited to, acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

Acts of harassment and bullying shall include, but not be limited to, those acts based upon a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

At Horseheads Middle School, harassment is not tolerated. Section B of the Prohibited Student Conduct, as listed in the Student Handbook's Code of Conduct, students are subject to disciplinary sanctions. Students will not engage in any conduct that endangers the safety, morals and health and welfare of others.

If you feel your child is being bullied at school, please contact Principal Ron Holloway immediately at 739-6357.

Safe Schools Line - 607-795-2044

Non-discrimination Policy



District Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Central School District is Caitlin DeFilippo, director of Human Resources. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Caitlin DeFilippo, at One Raider Lane, Horseheads, NY 14845; 607-739-5601 x 4211 or at cdefilippo@horseheadsdistrict.com.

Middle School Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for the Horseheads Middle School is Ron Holloway, building principal. If there is a complaint regarding discrimination, harassment or bullying of any student, the complaint should be filed with Mr. Holloway at 950 Sing Sing Rd., Horseheads, NY 14845; 739-6357 x 3640 or at rholloway@horseheadsdistrict.com.

Notice

The Horseheads Central School District offers educational programs without regard to race, color, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, gender identity, predisposing genetic characteristic, or disability, and provides equal access to applicable groups under the Boy Scouts of America Equal Access Act. Inquiries regarding this policy may be made to Caitlin DeFilippo, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kelly Squires, Director of Student Services, 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.

Horseheads Middle School



Home of the Raider Way