

Technology edition

Governor extends school closure order to May 15

Dear Parents and Guardians:

As we were preparing this newsletter, we got word from Governor Cuomo's office that he has extended the order to close schools and non-essential businesses to May 15. We all wish we would be able to come back to school sooner, but we must do what is best for everyone, and the experts believe continuing to stay at home will help prevent further spread of the COVID-19 virus.



This extended dismissal of our students means that our schools must provide online learning, and our parents and guardians must do even more to care for our children. This switch to students connecting with their teachers via online learning has been a challenging time for everyone involved, but even with the ups and downs, I could not be more proud of the Horseheads school community. What we're doing is not easy, and it has never been done before on such a large scale. This is not a quick process. It will take time to accomplish what we need to do during this time to help our children continue to learn.

I ask all of you to do something now—take a deep breath. Let go of the worry you may be feeling about doing everything right with this switch to online learning. What we're asking of you during this week is to get familiar with the online platforms being used by our various grade levels. Students should work on the assignments as you can. Additionally, for parents of students in grades PreK-6, reach out to your child's teachers. Students in grades 7-12 should contact their teachers to ask questions, check in, and make connections. If you have a child in grades 7-12 and have a concern, please contact your child's teacher(s).

This newsletter contains various tips and instructions regarding our online learning platforms. We hope that you find the information helpful. We have also provided information on food programs and child care referrals for those who need assistance.

We ask that you continue to do what you're doing: caring for your families, your homes, your jobs, and yourselves. We are apart, but we are together in our care and concern for our children and our community.

Stay Home • Stay Safe • Be Well

Sincerely,

Dr. Thomas J. Douglas
Superintendent of Schools

Additional Resources and Information

Please click on the images below or <https://www.horseheadsdistrict.com/> for additional resources for parents and up-to-date information on our schools response to our extended student dismissal.



Microsoft Teams: Log-In Information

How to log in to your Microsoft Classroom Team

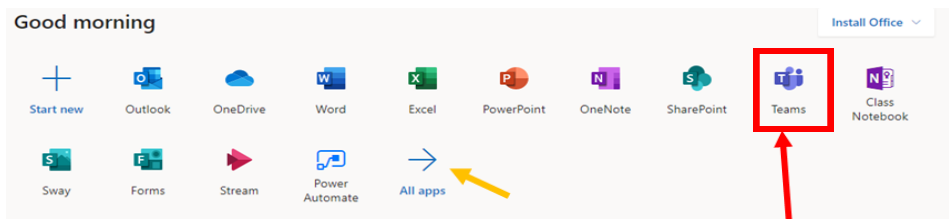
- Go to <https://office.com>
 - Note: please do not use any other link to get to Microsoft Teams.*
- Click the “Sign In” button.
- In the email box, enter the student’s full email:
 - (student’s last name)-(student’s first name)@gstboces.org
 - Example: Doe-Jane@gstboces.org
 - Don’t forget the hyphen
- Click “Next”
- This will take you to the secondary login screen. In this screen enter the following:
 - Username: lastname-firstname only (no@gstboces.org)
 - Password: enter your student’s seven-digit School ID number. *If you do not know the ID number, check your Parent Portal Account, look next to your child’s name on their report card, or contact your school principal.*
 - Click “Sign In.”
- This will take you to the Office 365 home page (see image at right).
- From here, click on the Microsoft Teams icon (see the red box and arrow above). Note that the icon may not be in the same place on your screen. If the Teams icon is not in your list as above, click “All apps” (see the yellow arrow above) and find the Teams icon.
- Once in Teams, double-click on your child’s class.



Type your user name and password.

User name: Example: Domain/username

Password:



Additional Resources for Microsoft Teams

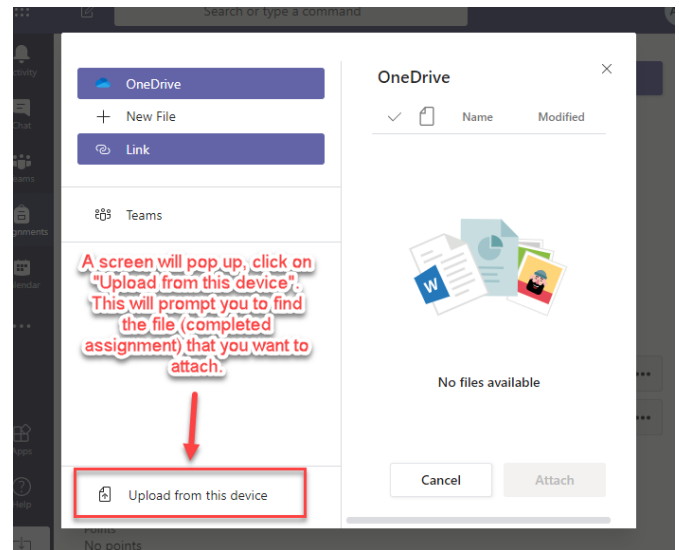
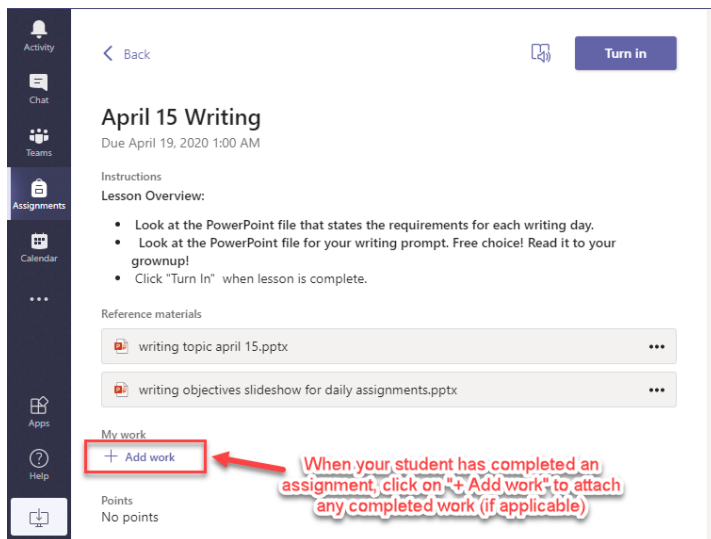
- Parents, to learn more about Microsoft Teams [Click here](#)
- Students, to learn more about Microsoft Teams [Click here](#)
- For a video on logging in to Microsoft Office [Click here](#)
- For a video on Microsoft Teams and how it will be used in your child’s online learning..... [Click here](#)
- For a tutorial on Microsoft Teams created by our own High School students and Ms. Hunter..... [Click here](#)
- For a parent-created video with a tip on how to access Teams from an iPad [Click here](#)

Microsoft Teams: How to Attach and Turn In Assignments

Note: If an assignment does not require completed work to be attached, users can skip ahead to the last step and simply “turn in” the assignment.

When an assignment is complete:

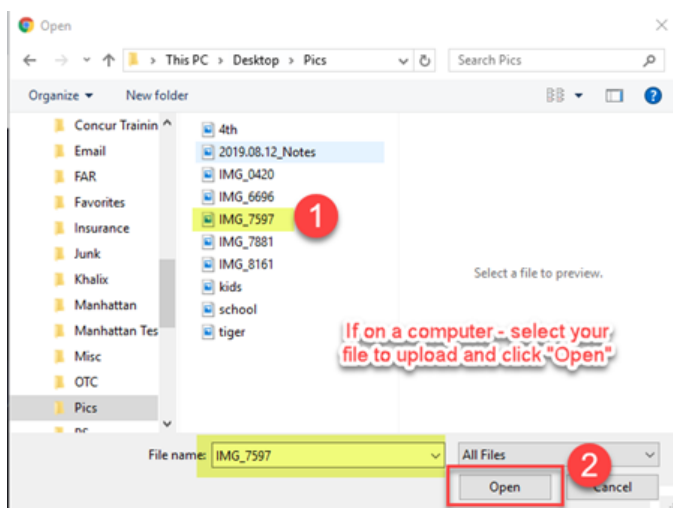
On the assignment screen, click “Add work” when your student has completed an assignment (see below left). On the next screen, click on “Upload from this device.” This will prompt you to locate the assignment to attach (below right).



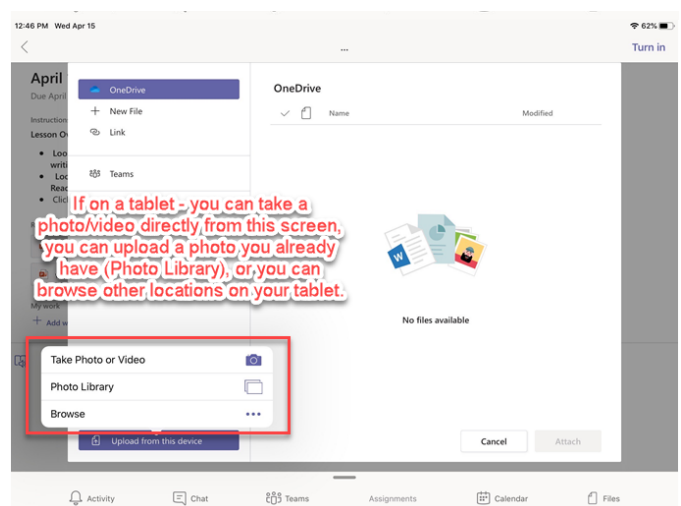
Locate the assignment:

The screens to locate the file will be slightly different on a computer or a tablet. On a computer or laptop, you will locate the file. On a tablet, you will take a photo of the completed assignment.

Computer:



Tablet:



Continued on next page

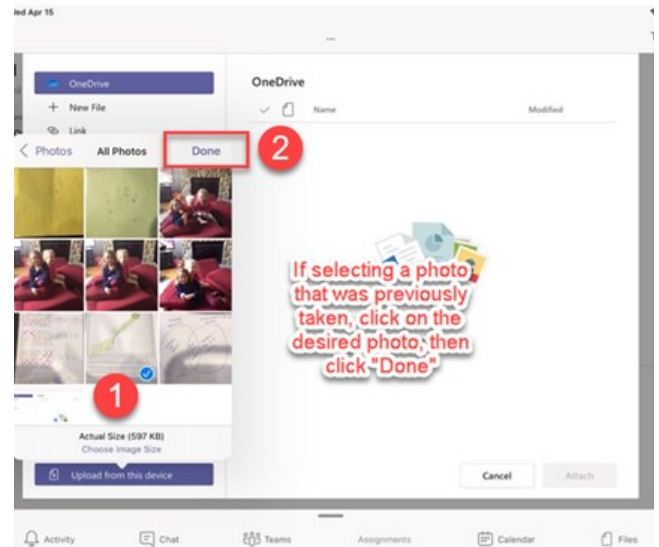
Microsoft Teams: How to Attach and Turn In Assignments, continued

To take a photo of the assignment on a tablet:

Click on “Take Photo or Video.” This will open the device camera (you may need to allow the Teams app access to the camera).

Simply take a photo/video and select “Retake” or “Use Photo/Video” in the bottom corners of the screen. Once you select “Use Photo/Video,” it will automatically load the attachment on the following screen.

“Browse” will allow a user to find files in other locations on the device. Once a file is selected, it will automatically load it as an attachment on the following screen.

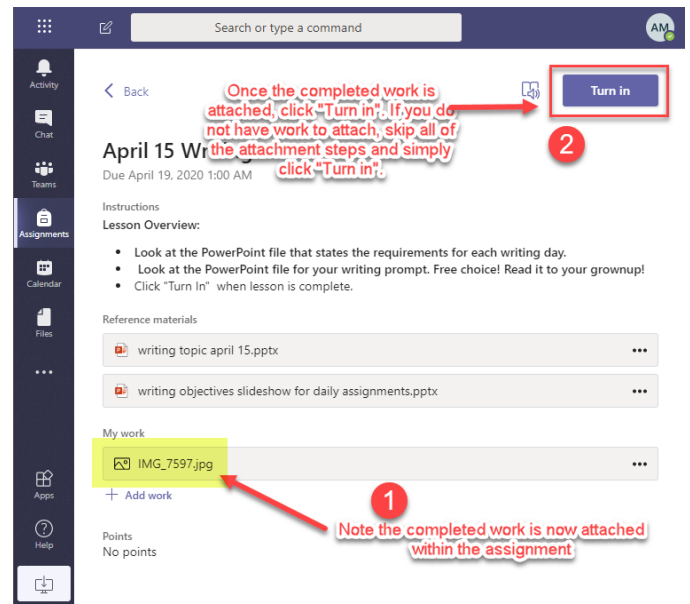


Turn in the work:

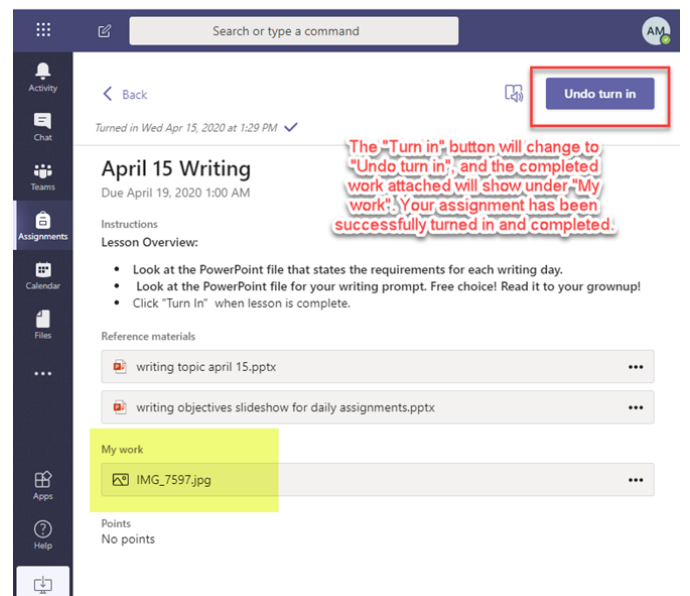
Computers/laptops and tablets will have the same remaining steps to complete attaching files and turning in assignments.

Once you have attached the completed work, click “Turn in” at the top right of the screen. If the work has successfully attached, you will see the file in the “My work” box toward the bottom of the screen.

Note: if you do not have work to attach, simply click “Turn in.”

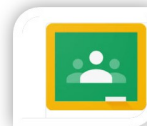


If the work has been successfully turned in, the “Turn In” button will change to “Undo Turn In.” The file will show in the “My work” box at the bottom of the screen.



[Click here](#) for a Q&A on the extended student dismissal due to the COVID-19 pandemic.

Google Classroom



Here are some helpful videos on how to access Google Classroom:

Parents, to learn more about Google Classroom[Click here](#)

Students, to learn more about this platform.....[Click here](#)

For a basic tutorial for parents[Click here](#)

For more detailed tutorials..... [Click here](#) and [Click here](#)

Connectivity - accessing the internet

To address the connectivity need for some families around the district, we invite parents and students to access the internet from our **PreK-4 school parking lots** (Big Flats, Center Street, Gardner Road, and Ridge Road).

While sitting in a vehicle in the parking lot, students access the network one of two ways:

- If using a district laptop, the device will automatically connect to the “Regional” network. This will give the student full access to all network resources, just as if they were in the building.
- If using a personal device (i.e. phone, tablet, or laptop), students will look for the HH-BYOD SSID network in their wi-fi settings. The students can use their network username and password to log on to this network. Although this will not give them access to all network resources, they will have internet connection to use their Office 365, Microsoft Teams, and Google Classroom.

A few tips for using our network in school parking lots:

- Park in a parking spot as close as to the building as you safely can.
- If using a district device, students can create a folder on the desktop and download documents to that folder for ease of use when not online.
- Video streams must be viewed while in the parking lot. Small videos and other documents can be downloaded to your device.

We are also working on creating “hot spots” for internet access in remote areas that have need for internet activity. Look for a communication next week detailing the progress of these internet “hot spots” and how we can support more families in the district.

We continue to look for additional ways to provide our district network access to families in these very unusual times. We will inform families of these options as they develop.

Laptop Distribution



The district has held one loaner laptop distribution session, and we plan to do a second April 20-21. We collected information from parents needing a loaner laptop this week. Our goal is to get the time and location of pick up to parents who requested a laptop by Saturday (April 18) afternoon. Our focus when scheduling pick up times is safety for our families, staff, and to limit crowding in one location.

Acceptable Use and Code of Conduct

For all platforms your child is using, our district’s [Acceptable Use Policy](#) and [Code of Conduct](#), especially Academic Integrity, remain in place.

Installing Office 365 on your devices

The online version of Office 365 can be accessed on any device because it is a cloud-based platform.

Microsoft Office Products, including Microsoft Teams, can be installed on a personal device you for free on up to five devices.



To install Microsoft Office on your computer's hard drive, follow these instructions:

1. Open a web browser and go to <https://office.com> You may need to login as student.
2. In the upper right-hand corner, there should be a button that says "Install Office." Click this button, and it will walk you through the download, which will be a file with an .exe extension.
3. Once it is successfully downloaded and installed, close out of the browser.
4. Have your child go back into Microsoft Teams and open up the assignment again. This time, there should be a button that says "Open in Desktop App." Click this button, and you should have the drawing tool.
Please note: The drawing tool will likely be used only for math.

For other areas, your child will be typing in a Word Document. When the assignment is done, save it. Then close (or X) out of the document and go back to Teams. Open the lesson and click "attach work." Browse your files and attach the work document. Once it is attached, you can submit it to the teacher. For more information on turning in assignments, see pages 3-4.

Parent Portal

During this time, it is important to find multiple ways for our teachers and parents to remain connected. The Horseheads Central School District Parent Portal allows parents to view grades and, when back in session, attendance through our SchoolTool website. Please note that we are looking at ways to measure students' attendance and participation during the extended dismissal.



To access the portal on an internet browser, go to <https://schooltool.horseheadsdistrict.com>. You can also find the SchoolTool Mobile app in the Apple app store and Google Play store. The URL for the mobile app is <https://schooltool.horseheadsdistrict.com/sthhweb>.

Questions about the Parent Portal? Email hcsdportalinfo@horseheadsdistrict.com or contact your child's principal.

Child Care

We are working in partnership with the Chemung County Child Care Council to assist families of health care workers and first responders during this time. The Council has updated information for parents about available childcare during school closings related to COVID-19. For information, please call (607) 734-3941 or go to www.chemchildcare.com.



Questions about the information in this newsletter? See the last page for contact information. If you are unsure of whom to contact, email us at hcsdinfo@horseheadsdistrict.com or call 739-5601, x4295.

Technology support

Horseheads Tech Support is working to ensure that students can continue their education during the extended school closure. We understand that technology can be confusing and frustrating. While we continue to actively support district devices, our ability to troubleshoot personal devices and home connectivity is limited. Our goal is to support the ability of all students to access resources that district staff are providing.

For assistance, please complete and submit a Tech Support Request online [here](#). You may also call 607-481-2850 and leave a detailed message about your technology issue. Our tech staff will be returning calls between 9am and 3pm Monday through Friday. Please note that because return calls are not coming from district phones, calls may appear as Restricted or Unknown.

Download books to devices using Sora

The Sora/Overdrive program allows Horseheads students to download ebooks and audiobooks for free. Please see the graphic at right for information on how to access books through Sora.

Now through July 31, the Sora Sweet Reads program will offer a collection of Juvenile and Young Adult titles prominently displayed in Sora for quick and easy unlimited access.

You can explore the title offerings and learn more about the program at this link: <https://resources.overdrive.com/sora-sweet-reads/>. There are no holds needed for these special titles.

If you have questions about the Sora program, contact your school librarian or email Maureen Frei at mfrei@horseheadsdistrict.com.

Getting started with Sora

With Sora, you can get free eBooks and audiobooks from our schools.

Install the Sora app on your own device from the Apple App Store or Google Play

or go to soraapp.com on a computer.

Once in Sora, find the **Greater Southern Tier BOCES Shared Digital Collection**
(Try using the setup code **gstbocesny**, or searching by your zip code, if you do not see the BOCES Shared Collection right away)

Choose from the "Sign in to your school" dropdown:

Horseheads CSD (K-2 Students) *

or

Horseheads CSD (Grades 3-12/Staff)**

*Login instructions for K-2 students have been emailed to parents by librarians/administration

**Grades 3-12/Staff use their regular district computer login

The digital library is always open even when school is closed!

OPEN 24 HOURS

Ebooks

WELCOME

Sora

The student reading app

soraapp.com

OverDrive

Did You Know?

You can adjust your readings settings to choose the dyslexic font option.

Read on Sora

The student reading app

Books you can read right now.

Sora

The student reading app

Emergency Meals Information

Please note: families may participate in all of the following programs.

District meal program

This program is for any district family who needs assistance. Meals are available for those 18 years old or younger at no charge. Meals are provided weekdays during the school dismissal at the following locations and times:

10:30-11:30am	Center Street School	812 Center St, Horseheads
10:30-10:50am	Collingwood Mobile Home Park	358 Chambers Rd, Horseheads
10:30-10:50am	Pine Valley Mobile Home Park	3600 Watkins Rd, Pine Valley
10:30-11:00am	Ridge Road School	112 Ridge Rd, Horseheads
11:00-11:30am	Millport Fire Department	2016 Crescent St, Millport
11:00-11:20am	Thunderbird Greens Mobile Home Park	391 Sing Sing Rd, Horseheads
11:15-11:35am	Erin Town Hall	1356 Breesport Rd, Breesport



Please note: We are continuing to evaluate the program, and we will make adjustments if necessary.

Meals are provided via drive up or walk up service for recipients to take home. There is not a dining area.

Please call (607) 739-5601, x4260 or x4295 if you absolutely cannot get to a site to order meals for the following day. For Monday delivery, please contact us on the Friday before. We will need parents to contact us each day they need delivery. **Questions? (607) 739-5601, x4260/x4295 or hcsdinfo@horseheadsdistrict.com.**

Chemung County Meal Program

Chemung County is providing boxes of non-perishable food items for families in need of assistance. Registration is required. To reserve a meal box, please call the county hotline at (607) 873-1813, x1. Boxes will be available Mondays and Thursdays at district meal sites and through delivery. Families must register for a box each time they need one.



Questions? Call the county hotline number at 873-1813, x1.

Food Bank assisting residents in six-county area



The Food Bank of the Southern Tier is working to assist residents in their six-county region during this time. For more information on how, visit their website at <https://www.foodbankst.org/>.

If you need assistance with food, please go to <https://www.foodbankst.org/find-food/> for a searchable list of food distributions, partner pantries, and meal sites.

Please note: In addition to extending his order closing schools and non-essential businesses to May 15, Governor Andrew Cuomo has also required New Yorkers to wear masks or other face/nose coverings when they are in public and cannot safely maintain at least six feet of social distance.

Contact Information

Schools

Horseheads High School	795-2500
Kris Earl, Interim Principal	kearl@horseheadsdistrict.com x1600
Dan Buseck, Assistant Principal	dbuseck@horseheadsdistrict.com x1602
Mike McCawley, Assistant Principal.....	mmccawley@horseheadsdistrict.com x1603
Betsy Scanlon, Dean of Students	bscanlon@horseheadsdistrict.com x1618
Horseheads Middle School	739-6357
Ron Holloway, Principal	rholloway@horseheadsdistrict.com x3640
Tom Hoeffner, Assistant Principal.....	thoeffner@horseheadsdistrict.com x3642
Horseheads Intermediate School	739-6366
Michael Bostwick, Principal	mbostwick@horseheadsdistrict.com..... x3620
Robin Doubrava, Assistant Principal	rdoubra@horseheadsdistrict.com x3628
Big Flats Elementary School	739-6373
Elizabeth Scaptura, Principal	escaptura@horseheadsdistrict.com x5600
Center Street Elementary School	795-2580
Patricia Sotero, Principal.....	psotero@horseheadsdistrict.com..... x2600
Gardner Road Elementary School	739-6347
Patrick Patterson, Principal	ppatterson@horseheadsdistrict.com..... x6600
Ridge Road Elementary School	739-6351
Anne-Marie Bailey, Principal	ambailey@horseheadsdistrict.com..... x7600

District Offices

Student Services	739-5601, x4305/x4308
<i>(Special Education, Speech/Physical/Occupational Therapy, Nurses)</i>	
Technology.....	739-5601, x4245
Food Services (meal delivery)	739-5601, x4260/x4295
Athletics	739-5601, x4254
Superintendent's Office/Board of Education	739-5601, x4201
Business Office	739-5601, x4260/x4248
Human Resources.....	739-5601, x4211/x4212
Community Information.....	739-5601, x4295

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.