

A new school year

Dear Parents and Guardians:

The start of the school year is always a busy time, but this year is extraordinarily so, with health and safety requirements due to the global COVID-19 pandemic, plans for hybrid and remote learning, logistics of transportation and food service, and all the details that go with this unprecedented learning environment.



I know there are concerns and questions as we begin this school year, and we will continue to do our best to address them all. Know that we will get through this.

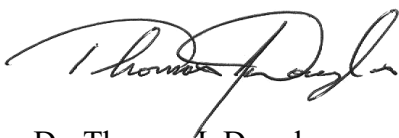
We will work together to make sure our students get the best education we can provide. We are all in the same boat, navigating these uncharted waters together. It is a stressful time, but it will get better. We are here to support your children and your family during these times.

In this newsletter, we share many items about the start of school. Some we have already shared, and some are new. We will work to provide the information you need to assist your children, our most precious resource, learn and grow. Keep in mind that our website includes a great deal of information, especially on our plan for this school year. You may find that page [here](#).

Of concern to us all is the recent COVID-19 cluster as identified by the Department of Health. Information on how we work with the local Department of Health on this and other issues can be found within this newsletter.

As I shared with our staff in our welcome back address, held virtually for the first time this year, Jim Casey, founder of UPS said, “Determined people working together can do anything.” We thank you for your continued support of our schools and staff.

Sincerely,



Dr. Thomas J. Douglas
Superintendent of Schools

— WELCOME —
BACK TO SCHOOL

September school schedule

Instruction for the 2020-21 school year begins **the week of September 14** in a transitional format. This is to allow students to have specific time with their teacher to start the year, becoming comfortable with the changes and new requirements of this school year. Teachers will meet with their cohort(s) as follows:

Monday and Tuesday (September 14-15):

Cohort A will meet with their teacher(s) in-person.

There will be no school (in-person or remote) for 100% Remote Students and Cohort B.

Wednesday (September 16):

100% Remote Students will connect with their teacher(s). Parents of students in grades P

There will be no school (in-person or remote) for Cohorts A and B.

Thursday and Friday (September 17-18):

Cohort B will meet with their teacher(s) in-person.

There will be no school (in-person or remote) for 100% Remote Students and Cohort A.

During the week of September 21, 2020, students will attend every day either in-person or remotely according to their schedule. The focus during this week will be on building relationships, using technology/software, and sharing procedures/expectation/skills of the learning environment.

By the week of September 28, we plan to integrate our full curriculum and technology use into the daily schedule.



Department of Health identified cluster

We have been in discussion with the Chemung County Health Department concerning the COVID-19 cluster at the Lighthouse Baptist Church and have been advised to notify all parents, students, and staff of the following. While this information applies to students on the hybrid learning model and our staff, we wish to share the information with all families:

- Any child or staff member who attended the Lighthouse Baptist Church for any event (services, Bible study, etc.) between August 18 and September 6 should contact the Health Department at 607-737-2028 and follow their instructions.
- Students or staff who attended the church during August 18 and September 6 should not attend school in person until cleared by the Health Department.
- The Health Department may require you or your student to get tested, isolate for 14 days, and monitor yourself and/or your student for COVID-19 symptoms.
- Call the building principal to notify of your student's or your absence from school and/or work. The student will participate in remote learning during the days in quarantine.
- If quarantined, the staff member or student will need to be tested for COVID-19 prior to returning to school. Contact your medical provider or county Health Department for a mandatory test appointment. If the test is negative, your student will also need to see a medical provider for clearance once the 14-day quarantine period is complete.
- Communicate with the school once all steps are complete to arrange readmittance to educational programming on school property.

We ask for the cooperation of all students, families, and staff to help us remain safe. If it is determined that anyone is found to have violated these requirements, a report will be made to the New York State Department of Health and the district will take further administrative action. Please assist us in adhering to the above.

If you have any questions about COVID-19, we encourage you to call the health department at 607-737-2028 or the county COVID-19 hotline at 607-873-1813. Questions about your child's school should be directed to the main office.

Safety Information

Masks

All staff and students are required to wear masks while in school, on the playground, and on buses. Students will be allowed mask breaks when eating and when at least six feet of social distancing is consistently maintained. It is very important that masks are worn correctly; this means covering the nose and below the chin.

[Click here for the district mask procedure.](#)

Click the links below for videos on helping children understand the importance of wearing masks:

[Kids and Face Masks: A Guide for Parents](#)

[Making Masks Fun: Tips for Helping Your Child Wear a Face Mask](#)

Hand Washing

One of the most effective ways to stop the spread of viruses is washing hands properly and often. Click here for a video on [How to Wash Your Hands](#).

Health Checks

We ask that parents/guardians check the health of their children before they enter a school bus or school building. This includes checking for symptoms of COVID-19 (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea), and taking the student's temperature. If the temperature is 100 degrees or higher, the student must not attend school.

Additional Information

Click the links below for additional safety information:

[Testing/Contact Tracing](#)

[District Protocol on Visitors to Schools](#)



If you travel...

Please keep in mind that New York State requires that anyone who has traveled to a state on the travel advisory list or internationally must quarantine for 14 days upon return. Remember students can connect to remote learning even if in the hybrid option if your family must quarantine after travel to one of the following states*:

Alabama	Idaho	Mississippi	South Carolina
Alaska	Illinois	Missouri	South Dakota
Arkansas	Indiana	Montana	Tennessee
California	Iowa	Nebraska	Texas
Delaware	Kansas	Nevada	Utah
Florida	Kentucky	North Carolina	Virginia
Georgia	Louisiana	North Dakota	West Virginia
Guam	Maryland	Ohio	Wisconsin
Hawaii	Minnesota	Oklahoma	

**List updated as of September 8, 2020.*

Technology

District-owned devices



The district has a limited supply of devices to loan to students for remote learning. We asked for this information when we sent out the decision survey in early August. We also asked parents in a subsequent email to contact the school if you needed to change the information you submitted on the survey. At this time, we have reserved all of the devices for students. We must put any additional requests on a waiting list. Please contact your school to be placed on that list.

Devices for students in remote learning were distributed in early September. If you indicated your child needed a device but you were unable to pick it up at that time, you should have received a communication with the process for picking up the device.

If your student is in the hybrid model and you informed us that you needed a device, the student will receive the loaner equipment on the first days of school.

Please note: Hybrid students grades 3 to 12 who received district technology should expect to transport their devices to and from school. Be sure devices are protected in a bookbag or similar casing for transport. Access at both home and school will be helpful for student learning. Devices will be available at school for those students who have devices at home.

Tech Support Form

We ask parents, guardians, and students who have technology questions, including issues with district-owned devices and questions about the itslearning management system or other district programs, to use the [technology support form here](#) to submit a support request. A technician will respond as soon as possible. You may also call 607-481-2850 and leave a detailed message about your technology issue. Know that the details of the form allow us to assist you better than a voicemail.

Our tech staff will respond to the forms or voicemails between 9am and 3pm Monday through Friday. Note that because return calls are not coming from district phones, calls may appear as Restricted or Unknown.

Please note that we are unable to repair devices that are not owned by the district.

Connectivity: accessing the internet

To address the connectivity need for some families around the district, we have opened the secure network around each of our school buildings. We invite parents and students to our school parking lots to access the internet. While sitting in a vehicle in the parking lot, students can use their normal login credentials to access their district drives and the internet, just as if they were in the building. A few tips for using our network in school parking lots:

- Park as close as to the building as you safely can.
- When using a district device, it will automatically connect to our regional Wi-Fi.
- 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; and then upload the completed documents when they reconnect.
- Video streams must be viewed while in the parking lot. Small videos and other documents can be downloaded to the device.

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

Itslearning: learning management system

The district will be using itslearning as the student learning platform this year. Students both remote and hybrid will interact with their teachers and access learning materials from this single point of access. This platform is set to go live by your child's teacher the week of September 14.

To help familiarize parents with this platform, we hosted two virtual demonstrations for itslearning, held September 9 and 10. The September 9 session was recorded and can be viewed by clicking here: [September 9 session](#).



What is itslearning?

Itslearning is a learning management system (online platform) that allows teachers to have an online component alongside their traditional instruction. Not only can teachers post classroom content but they may also have students participate in online discussions, submit assignments, complete assessments, and create content. In addition to being a vital component for everyday teaching and learning, itslearning will also be utilized during any days missed due to unscheduled school closures (ex. inclement weather). Itslearning is also a communication tool for administrators, teachers, students, and parents.

What can I do as a parent/guardian?

In all courses, parents can monitor content assigned to their children through itslearning. You may log in with your parent portal account and access the parent dashboard or have your child log in to the platform and show you what he or she is doing. Students can log in simply by using their normal username and password, the same as they would use on a district device.

You can see the Lesson Planner section for the class lesson presented that day, see posted homework or posted 'no homework', see class resources used, class activities, and any information about upcoming tests, projects, and quizzes. You may also check on bulletins or reminders in individual courses and find links to valuable resources that students may need throughout the year. This can include on-line text books and more.

The first time a parent or student accesses the district itslearning page, there are video tutorials on the home screen before you log in to the platform. Please view these videos to help you familiarize yourself with the system:

<https://horseheadsdistrict.itslearning.com/>

Please note:

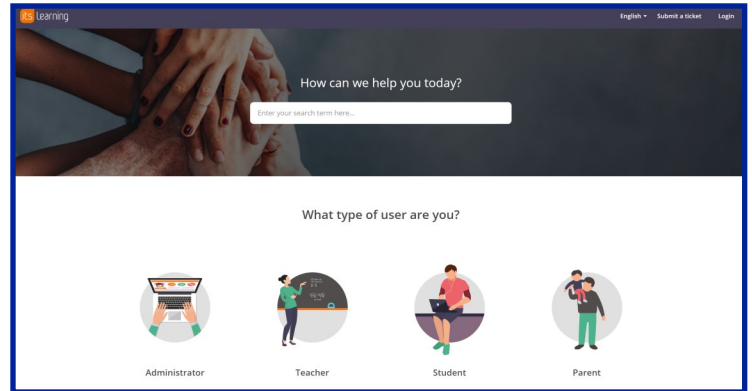
Information will be placed on the itslearning site **the week of September 28**. We understand you wish to prepare for the start of school, but teachers will have information for students and parents when school begins. When the information is uploaded to the app, you will be able to see it by using your Parent Portal login information, or by your child entering his/her login information.

If your child does not remember the login information, we will be providing help line/email addresses for each school to assist you in getting that information. If you do not remember your parent portal login information, please contact hcsportalinfo@horseheadsdistrict.com. If you do not have a portal account, please contact your child's school.

Itslearning support page

Our learning management system has features to support parents and students with its navigation and use. Here are a few key features to take note of from its main support page: <https://support.itslearning.com/en/support/home>.

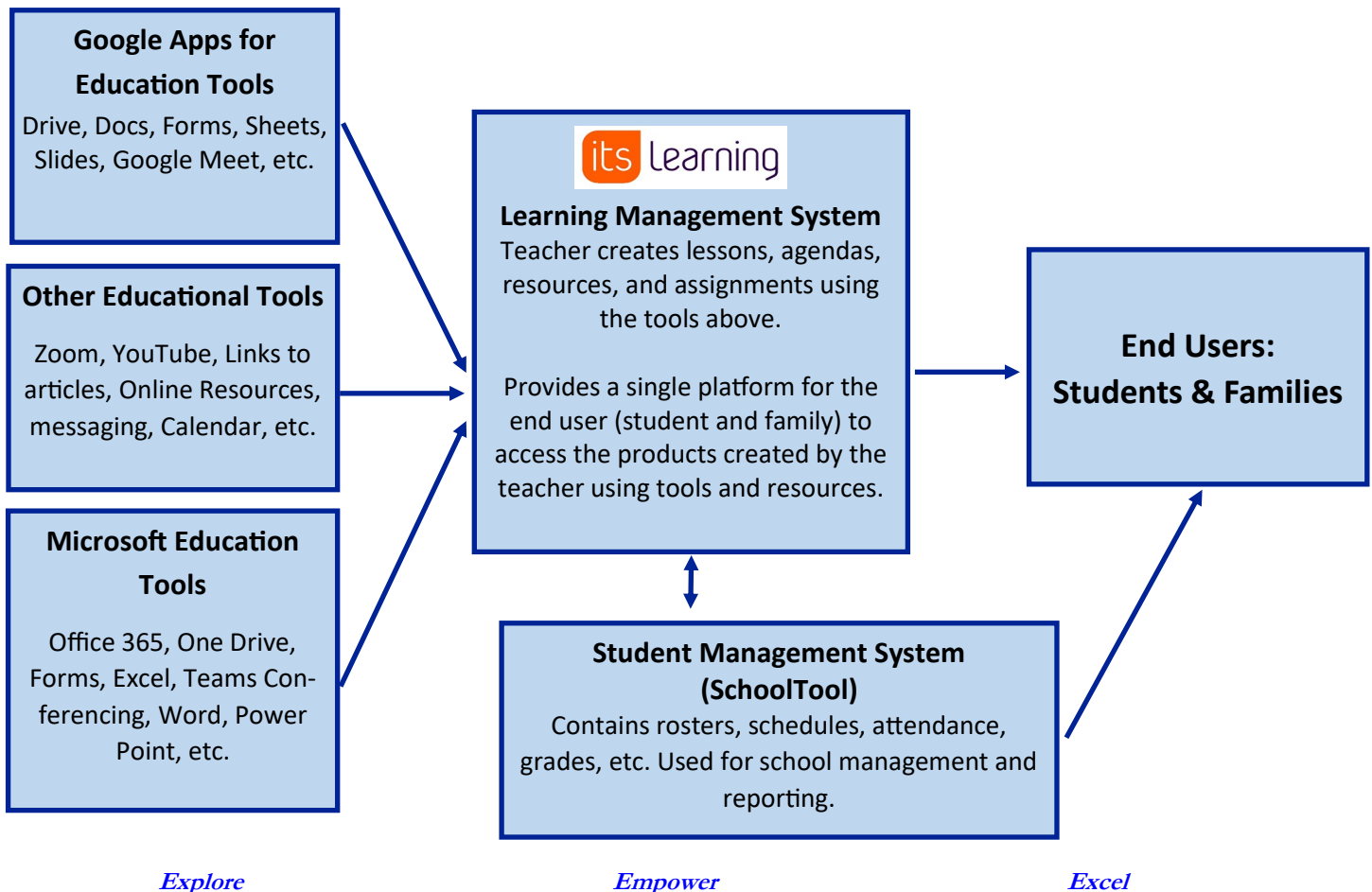
- “How can we help you today?” search box allows for quick answers to the questions you have on your mind or about issues you are encountering.
- “What type of user are you?” option provides information on trending topics, navigation assistance, and general topics for that user group.
- You can “Browse our Knowledge Galleries” on frequently asked question, trouble shooting topics, videos, and newly added options to itslearning.



Here are some quick links to topics found on the itslearning website:

- <https://itslearning.com/us/role-based-experiences/parents/> - brief overview of features and benefits
- <https://itslearning.com/us/about-us/our-story/> - itslearning’s “Our Story”
- <https://itslearning.com/us/k-12/lms-overview/> - overview of how the LMS works
- For information on the itslearning app, please [click here](#)

How a learning management system (LMS) works



District meal program



All students enrolled in Horseheads schools have access to meals while in school and when learning remotely. For those who wish to participate on remote learning days, we will deliver meal packs: five-meal packs for those on 100% remote learning and three-meal packs for those in the hybrid option.

To participate, parents and guardians should complete this [one-time registration form](#).

Meal packs will include breakfast and lunch meals and will be similar to the summer meal service. They will be delivered by the Transportation Department on Wednesdays between 10am and 1pm. Please note: Meal packs will include frozen and perishable goods. It is a best practice to have a cooler located at the drop off area. A responsible person must monitor the location and bring the food in within a reasonable time after drop off.

On August 31, the United States Department of Agriculture (USDA) issued a press release stating that they will extend free meals until December 31, 2020 or until the funds appropriated by Congress are exhausted. Our interpretation at this time is these meals will be free to students based on this press release. However, we are awaiting final guidance. Congress may also appropriate more funding past December 31, 2020. We will communicate any changes as we become aware.

In the event the federal funding for meals runs out, we will return to paid and free/reduced meals. Families may apply for free/reduced price meals using the application at [this link](#). Please see below:

Five-Day Meal Packs for Remote Learners—includes five breakfasts and five lunches:

Grades PK-6:	Grades 7-12 meal pack:
Free/reduced status - \$0	Free/reduced status - \$0
Paid status - \$17.00	Paid status - \$18.25

Three-Day Meal Packs for Hybrid Learners—includes three breakfasts and three lunches:

Grades PK-6:	Grades 7-12 meal pack:
Free/reduced status - \$0	Free/reduced status - \$0
Paid status - \$10.20	Paid status - \$10.95

If your child has food allergies, please answer yes to the question on the form about allergies and email a doctor's note to jpreston@gstboces.org.

If at any time you need to skip a week or cancel meal service, or if you need assistance in completing the form, please contact Jessica Preston, food service manager, 607-739-5601, x3671 or email at jpreston@gstboces.org.

Transportation

School buses are back on the road with the new school year. We ask everyone to be aware of students at bus stops and to follow all traffic laws including stopping when a bus has its red lights flashing. All students and drivers will be following safety protocols including wearing masks while on the bus.

Bus information for hybrid students needing transportation is on the Parent Portal.

Parents/guardians who have questions about transportation can call **607-739-6338**.



Immunizations

New York State Public Health Law requires all children entering school to be vaccinated. For the most up-to-date list of required immunizations, [please click here](#).

The state is aware that students may have missed doses of vaccines due to the COVID-19 pandemic. However, the state Department of Health expects any students who missed doses of vaccines due to COVID-19 to receive any overdue doses within 14 days after school resumes, regardless if attending school remotely or in person. This means the district must deny entrance to in-person learning or remote platforms for any student who has not met the requirements by September 27.

Please note: In June 2019, New York State amended Public Health Law Section 2164 abolishing the exemption from vaccinations due to religious beliefs for school attendance. This means that there are no longer religious exemptions for the requirement that children be vaccinated against measles and other diseases to attend either public, private, or parochial school, including summer school, or child day care settings.

Parents of children who are uninsured or under-insured may have their children immunized at the Chemung County Health Department in Elmira. Call (607) 737-2028 for an appointment.

If you have questions, please go to the link above or contact your school nurse.

SchoolTool: Parent Portal

During this time, it is increasingly 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 attendance through our SchoolTool website.



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/sthweb>.

Questions about the Parent Portal? Email hcsdportalinfo@horseheadsdistrict.com or contact the school's main office.

Parent communications

There is a great deal of information to communicate with parents and guardians during this time. We understand the volume of emails and calls can be overwhelming. We will work to balance communications as much as possible, but there are times, like the beginning of the school year, when there will be many messages. We thank you for your understanding and for reading our communications.



Information is also on our district website in the [District Plan section here](#):

<https://horseheadsdistrict.com/2020-21districtplan.cfm>

If you are not receiving our auto-emails, please contact us at hcsdinfo@horseheadsdistrict.com. We mail communications to those families without an email in our system. If you receive mailings but would like to submit an email address, please email hcsdinfo@horseheadsdistrict.com or contact your school. Thank you.

Required notifications

Please click on each item below to read the information. Questions? Email hcsinfo@horseheadsdistrict.com.

[Testing/Contact Tracing Information](#)

[Free/Reduced Meals Application](#)

[Policy 4526: Network and Internet Acceptable Use](#)

[Policy 4526.2: Email Acceptable Use for Students](#)

[Regulation 4526.2R: Email Acceptable Use for Students/Regulation](#)

[Policy 4750: Promotion and Retention of Students](#)

[Policy 5100: Comprehensive Student Attendance](#)

[Exhibit 5300-E: Student Code of Conduct](#)

[Student Code of Conduct—required plan language version](#)

[Policy 5500: Student Records](#)

[Exhibit 5500-E.6: Parents' Bill of Rights Relating to Student Data](#)

[Notification of Rights Under the Family Educational Rights and Privacy Act \(FERPA\)](#)

[Policy 8505: Charging School Meals](#)

[Important Notifications \(APPR, Teacher Qualification Requests, DASA, Child Find Notice, Non-Discrimination Notice, Section 504 Notice, Homeless Student/Students in Temporary Housing Notice\)](#)

[Emergency School Closings/Delays](#)

[Pesticide Application Notification](#)



Acceptable Use and Code of Conduct

For all systems your child is using, our district's [Acceptable Use Policy](#) and [Code of Conduct](#), especially Academic Integrity, remain in place. Please click on the hyperlinks above for friendly reminders of these integral pieces of our education system, regardless of where the learning occurs.

Child Care

Please contact the Chemung County Child Care Council for information on child care availability in our community. Call (607) 734-3941 or go to www.chemchildcare.com. More information is on page 11.



Please note: No printed calendar this year

Because the traditional school events for the foreseeable future are cancelled due to the COVID-19 pandemic, we are not printing a district calendar. We want the calendar to have accurate information and at this time, we do not know when/if we will be able resume our school and district activities. We are placing the calendar months on our website in PDF format so that you may print them for your use. We thank you for your understanding.

Horseheads Central Schools 2020-2021 School Calendar

	Cohort A Days
	Remote Day
	Cohort B Days

^ Early Dismissal Drill

BOE Approved 5/21/20 (Pending Changes for Covid-19) Revised 8-10-20

SEPTEMBER						
S	M	T	W	T	F	S
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27	28	29	30			

OCTOBER						
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NOVEMBER						
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29	30					

DECEMBER						
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JANUARY						
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24/31	25	26	27	28	29	30

FEBRUARY						
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28						

MARCH						
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28	29	30	31			

APRIL						
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25	26	27	28	29	30	

MAY						
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16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

JUNE						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

School Not in Session:

Labor Day	9/7
Columbus Day	10/12
Veterans Day	11/11
Thanksgiving Recess	11/25 - 11/27
Winter Recess	12/24 - 1/1
Martin Luther King, Jr Day	1/18
President's Day Recess	2/15-2/16
Spring Recess/Good Friday	4/2- 4/9*
Memorial Day Recess	5/28*-5/31

* Pending days utilized for school closures.

Parent/Teacher Conference

11/6/20	(½ Day PM Off - Pre K - 6 th Only)
11/16/20	(½ Day PM Off - Pre K - 6 th Only)
11/18/20	(½ Day PM Off - Pre K - 6 th Only)

End of Year

½ Days (AM)
6/21/21 (Pre-K - 8 th Only)
6/22/21 (Pre-K - 8 th Only)
6/23/21 (Pre-K - 8 th Only)
6/24/21 (Pre-K - 8 th Only)

LEGEND

	Conference Days (9/8, 9/9, 9/10, 9/11 & 2/1)
	Schools Closed*
	Regents Exams

The district will communicate to residents and staff about any calendar adjustments needed due to excessive closure days by April 1, 2021 (per contractual obligations). Please be aware, if the district needs to make up school days**, the priority of make-up days will be as follows, unless modifications to the below schedule are needed:

1 st Make Up Day	5/28/21
2 nd Make Up Day	4/9/21
3 rd Make Up Day	4/8/21
4 th Make Up Day	4/7/21
5 th Make Up Day	4/6/21

Last School Day: 9th - 12th: 6/15/21

Last School Day: PreK-8th: 6/24/21

**The district has the potential for closure days built into the calendar (all pending total # of hours required by NYSED and new state attendance regulations).

First Day of School Pre K - 12th:
A Group - Monday, September 14, 2020
Remote - Wednesday, September 16, 2020
B Group - Thursday September 17, 2020
Last Teacher Day:
Friday, June 25, 2021



**CHEMUNG
COUNTY
CHILD CARE
COUNCIL, INC.**

Leading The Way To Child Care That Works

1580 Lake Street – Suite 200
Elmira, New York 14901
(607) 734-3941 Fax: (607) 737-7293

ARE YOUR CHILDREN DOING REMOTE LEARNING THIS FALL?

WHAT ARE YOUR CHILD CARE PLANS?

As schools open this Fall working parents may need a remote learning site (for days their child is not attending in person at their school) and possibly before and after school care for their children.

The Child Care Council has been working with child care programs, schools and community based organizations to try to secure remote learning sites for students. Some child care programs are making slots available for remote learners with wrap around child care and some churches and community based organizations are exploring offering remote learning sites. The Child Care Council will continue to work with potential sites and update our database as information is received.

If you are in need of a remote learning site and/or child care for your child please contact us at **607-734-3941** or childcarereferrals@chemchildcare.com. We will attempt to assist you with your needs. It is important to note that slots for child care and remote learning sites are limited and that each program is an independent business/program that determines their own days/hours of operation and policies and procedures.

You may also qualify for the Chemung County Child Care Subsidy Program. The program can assist with the cost of child care/remote learning provided **in NYS Office of Children and Families registered/licensed child care programs**. The income guidelines are below. Contact us at **607-734-3941** for more information and an application.

FAMILY SIZE	6/1/20 THROUGH 5/31/21
1	25,520
2	34,480
3	43,440
4	52,400
5	61,360
6	70,320
7	79,280
8	88,240

Please note: Additional organizations in our community are developing “learning pods” to assist families. AIM Independent Living Center in Corning has set up a program. For more information, [click here](#) or call (607) 962-8225, x155.

We will continue to share information on any additional learning pods in our community.

Contact Information

Schools

Horseheads High School	795-2500
Kris Earl, Principal.....	kearl@horseheadsdistrict.com x1600
Dan Buseck, Assistant Principal.....	dbuseck@horseheadsdistrict.com x1602
Mike McCawley, Assistant Principal.....	mmccawley@horseheadsdistrict.com x1603
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.....	rdoubrav@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.....	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

Please [click here](#) for the district's complete Contact Information process and additional information.

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.