

Contact Information

If you have a question or concern about your child's education or any topic regarding the Horseheads Central School District, we ask that you follow our communication procedure. First, please contact the staff member most directly involved. If your question or concern remains unresolved, we ask that you follow the process to the next level(s) of communication. If at any time you feel that you are not being heard, or the situation is time sensitive, please move to the next level of contact, or contact the assistant superintendent or superintendent, and we will assist you. See the next page for phone numbers and email addresses.

The Dignity Act Coordinator (DAC) for each of our seven schools is the principal. Complaints regarding discrimination, harassment, or bullying of any student should be referred to the principal. The Dignity Act Coordinator for the Horseheads Central School District is the Director of Human Resources.

Please note: If your issue involves an emergency after school hours, please call our Safe Schools Hotline at 607-795-2044 or 1-800-305-4984. This number is answered 24 hours a day, seven days a week. Reach someone in our Facilities Department after school hours at 607-857-9667.

Topic	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Curriculum/Instruction	> Teacher	> Building Administrator/Principal	> Director of Curriculum	> Assistant Superintendent	> Superintendent
Classroom Concerns	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Student Discipline	> Teacher	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Suspension	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling PreK-6	> Principal	> Assistant Superintendent	> Superintendent		
Scheduling 7-12	> Guidance Counselor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Attendance	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Athletics	> Coach	> Athletic Director	> Assistant Superintendent	> Superintendent	
Extra-Curricular	> Teacher/Advisor	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
Food Service	> Building Cafeteria Manager	> District Food Service Manager	> Principal	> Assistant Superintendent for Business	> Superintendent
Health/Medical	> School Nurse	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Special Education	> Teacher	> Building Administrator/Principal	> Dir of Student Services	> Assistant Superintendent	> Superintendent
Transportation	> Transportation Supervisor	> Asst Superintendent for Business	> Superintendent		
Parent Portal	> Principal	> Assistant Superintendent	> Superintendent		
Registration	> School Office	> Building Administrator/Principal	> Assistant Superintendent	> Superintendent	
District Policy	> Principal	> Director of Human Resources	> Superintendent	> Board of Education	
Residency	> Principal	> Director of Human Resources	> Superintendent		
Business Office/Taxes	> Asst Superintendent for Business	> Superintendent			
Facilities/Buildings	> Facilities Office	> Asst Superintendent for Business	> Superintendent		



Contact Information

District general email address: hcsdinfo@horseheadsdistrict.com

Administration	739-5601
<i>1 Raider Lane, Horseheads, NY 14845 • www.horseheadsdistrict.com</i>	
Board of Education	x4201
<i>Superintendent</i>	
Thomas J. Douglas	tdouglas@horseheadsdistrict.com x4201
<i>Assistant Superintendent</i>	
Anthony Gill	agill@horseheadsdistrict.com x4247
<i>Assistant Superintendent for Business</i>	
Katy Buzzetti	kbuzzetti@horseheadsdistrict.com x4260
<i>Director of Human Resources</i>	
Caitlin DeFilippo	cdefilippo@horseheadsdistrict.comx4211
<i>Director of Student Services</i>	
Kelly Squires.....	ksquires@horseheadsdistrict.com x4305
<i>Director of Curriculum/Professional Development</i>	
Tiffany Owen	tiowen@horseheadsdistrict.com x4244
<i>Director of Physical Education & Athletics</i>	
Bert Conklin.....	bconklin@horseheadsdistrict.com x4254
<i>Director of Facilities</i>	
Mike Coghlan.....	mcoghlan@horseheadsdistrict.com x4401
<i>Transportation Supervisor</i>	
Peter Wilcox.....	pwilcox@horseheadsdistrict.com x4501
<i>Food Service Manager</i>	
Jessica Preston	jpreston@gstbooces.org x3671

Our Schools

<i>Big Flats Elementary School (Grades PreK-4)</i>	739-6373
<i>543 Maple Street, Big Flats, NY 14814</i>	
Principal Elizabeth Scaptura	escaptura@horseheadsdistrict.com
<i>Center Street Elementary School (Grades PreK-4)</i>	795-2580
<i>812 Center Street, Horseheads, NY 14845</i>	
Principal Patricia Sotero	psotero@horseheadsdistrict.com
<i>Gardner Road Elementary School (Grades PreK-4)</i>	739-6347
<i>541 Gardner Road, Horseheads, NY 14845</i>	
Principal Patrick Patterson.....	ppatterson@horseheadsdistrict.com
<i>Ridge Road Elementary School (Grades PreK-4)</i>	739-6351
<i>112 Ridge Road, Horseheads, NY 14845</i>	
Principal Anne-Marie Bailey	ambailey@horseheadsdistrict.com
<i>Horseheads Intermediate School (Grades 5 and 6)</i>	739-6366
<i>952 Sing Sing Road, Horseheads, NY 14845</i>	
Principal Michael Bostwick.....	mbostwick@horseheadsdistrict.com
Asst Principal Robin Doubrava	rdoubrava@horseheadsdistrict.com
<i>Horseheads Middle School (Grades 7 and 8)</i>	739-6357
<i>950 Sing Sing Road, Horseheads, NY 14845</i>	
Principal Ron Holloway.....	rholloway@horseheadsdistrict.com
Asst Principal Tom Hoeffner.....	thoeffner@horseheadsdistrict.com
<i>Horseheads High School (Grades 9-12)</i>	795-2500
<i>401 Fletcher St, Horseheads, NY 14845</i>	
Principal Kris Earl.....	kearl@horseheadsdistrict.com x1620
Asst Principal Dan Buseck.....	dbuseck@horseheadsdistrict.com x1607
Asst Principal Mike McCawley..	mmccawley@horseheadsdistrict.com .. x1603
Counseling Office	x1625