



# Welcome

to the 2018-2019 School Year!

## Big Flats News

September 2018

*At Big Flats Elementary,  
we will SOAR together  
as we explore our "wonders"  
in a fun and engaging  
community, where we will  
inspire each other to achieve  
anything!*

**Welcome to Big Flats Elementary!** We are pleased to have you with us and are looking forward to another exciting year. Please take a few minutes to read through the following with regards to general information and school procedures.

### Inside this Bundle:

Emergency Information Sheet  
(Insert; **to be returned**)

Emergency Go Home Form  
(Insert; **to be returned**)

#### Opening Day Packet contents:

- Code of Conduct
- Family Educational Rights and Privacy Act (FERPA) Notice
- HIV/AIDS Letter  
(**to be returned**)
- Network, Internet, Email  
Acceptable Use Policy
- Student Attendance Policy
- School Meal Charge Policy

Promotion/Retention Policy (Page 3)

Homeless/Temporary Housing Notice  
(Page 3)

APPR of Teachers/Principals (Page 4)

Teacher Qualification Notice (Page 4)

Non-Discrimination Policy (Page 4)

### Necessary Forms

Emergency Information Sheet, Emergency Go Home Form, and the HIV/AIDS Letter need to be completed, signed and returned as soon as possible. **Please be aware that your child's emergency go home address must be on a Big Flats bus route.**

### Student Arrival:

Classrooms open at 8:00 a.m. each day. The tardy bell rings at 8:15 a.m.; however, we encourage all students arrive by 8:00 a.m. If your child is tardy, they must report to the Main Office with a blue note from a parent and they will receive a late pass to give to their teacher. **If you drive your children to school, they cannot arrive earlier than 7:45 a.m., as the front doors will remain locked until that time.** Students who arrive between 7:45 a.m. and 8:00 a.m. are asked to go to the cafeteria where they will be supervised and dismissed to their classrooms at 8:00 a.m. Our school day ends promptly at 2:25 p.m.

### Welcome New Staff!

We have new staff members joining our Falcon team, and a returning staff member in a new position! They are:

**Mrs. Amy Vence;** New Art Teacher

**Ms. Bethany Tremblay;** New Social Worker

**Mrs. Summer Kenefick;** 1st Grade Teacher

**Please note the many enclosures and policies within this packet that are very important for you to review and understand. Please also see our Student/Parent Handbook for more information regarding staff and general procedures at Big Flats Elementary.**

### Elementary Lunches (K-6)

School Food Services prices for the 2018-2019 school year will be:

Breakfast: \$1.25

Lunch: \$2.10

### School Hours

Hours for the Elementary Schools are:  
8:15 a.m. to 2:25 p.m.

### Office Hours

Our school office hours during regular school days are:

Monday through Friday  
7:30 a.m. to 3:30 p.m.

### Office Phone Numbers

(607) 739-6373

(607) 795-2550

Fax: (607) 795-2555

### Emotional Health Matters

Please check out the information from the Community Mental Health Program that is included in this packet.

**Horseheads Central School District** sets the standard of educational excellence by fostering innovative thinking, curiosity, and a passion for learning to maximize the potential of each individual. We engage with our local and global communities to provide a student-centered, nurturing environment.

*Explore*

*Empower*

*Excel*

### Therapy Dogs:

Throughout the year we will have the opportunity to welcome therapy dogs into our educational setting. The dog will always be on leash and handled by a trained professional. If you have any questions regarding this new practice, please contact the Main Office.

## FRIENDLY REMINDERS:

- **Written Excuse/Blue Notes**

Please note that a written excuse is required each time your child is tardy, absent, or leaving early from the school day. (\*See information below.) Please also see the enclosed Attendance Policy.

- **Drop-off Procedure**

We ask that you follow the drop-off line continuously to drop your students off at the cafeteria doors located at the north end of the building. This way, we can keep the morning routine as safe and as smooth as possible.

- **Guidelines for Classroom Parties**

Another big topic here at Big Flats – Before bringing treats for birthday's and such, *please* check with your child's teacher for approval and to see if any students in the class have any food allergies such as peanuts, chocolate, red dye, etc. No flowers or balloons may be sent or brought to students. Also, **please do not bring frozen items as there is limited freezer space and access.**

### **\*Changes in Going Home Routine and Bus Notes**

If your child is to leave school in a manner other than his/her regular routine, a written note explaining the change in plans must be provided by 11:00 a.m. Some examples include: a student being picked up instead of riding the bus or vice versa, or a change in who is picking your student up that day. When writing a bus note, please be sure to include the exact street address and name of who your child will then be in care of. This information is extremely important, especially when there is a substitute driving the bus.

*Your help in this matter is extremely appreciated and important to ensure that your plans are followed and your child is safely dismissed. If we do not have a note, your child will be asked to follow his/her normal routine.*



### **Half Day for Elementary Schools**

When half days are scheduled throughout the 2018-2019 school year, breakfast will be served, but no lunch. Dismissal will be at 11:00 a.m. **There is no Kid's World on half days.** If your child attends Kid's World, please be sure to send a blue note for his/her dismissal plans for that day.

## ***Important Information from the Health Office***

### **Screenings**

Screenings are done yearly. These include height, weight, blood pressure, vision, and hearing. If any problems are found, a referral will be mailed home. Please have your doctor complete their part and return it to the school. If there are parent concerns at any time during the year, please call and we will retest your child.

### **Medications**

Doctor's written orders are necessary to give any medication in school. The medicine needs to be brought to the Nurse's office by an adult. **Please do not send pills in a bag, cough drops, etc. as we cannot give them to your child.** 'Physician's Order For Giving Medication In School' forms are available in the school Health Office if needed.

### **Emergency Forms**

Emergency Information Sheets are sent home every year on the first day of school. Please make any corrections, deletions, or updates to the preprinted information sheet and sign it. Do not use emergency contacts that live outside the area. We need someone that can come and pick up your child if we cannot reach you. Please let us know immediately if there are any changes in address or phone numbers.

### **Go Home Policy**

Students are sent home if they are running a temperature of 100 degrees or higher, or by other symptoms, such as vomiting, that warrant going home. Please keep in mind that our school nurse is not a physician. She cannot diagnose your child's illness or tell if they have a fracture/strep throat/etc. If you have concerns, please contact your child's physician.

### **When to Keep Your Child Home**

If your child has a temperature, vomiting during the evening or night before school, or you are waiting for the results of a strep test, please keep him/her home for 24 hours. With a positive strep test, they must stay home until they have been on antibiotics for a **full 24 hours.**

Back  
to  
School

### **Response to Intervention**

As mandated by the NYS Education Department, all schools must identify and provide academic intervention to any student falling below a designated cut-off on various state and local assessments. Identified students will receive additional instruction which continues until the student passes the required subject-based tests.

Classroom, remedial, and special education teachers may work with, and provide extra support to, your child individually or in a group, both in and outside the classroom. If your child qualifies for RTI, you will be notified by a letter mailed home.

# Important Information

## **BOE Policy 4750: Promotion and Retention**

It is essential that each child experience both challenge and success from school activities. To this end, the district will make every effort to place each student in the most appropriate learning level for a successful educational experience.

### **Early Identification/Intervention**

Classroom teachers are expected to make every effort to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; remedial classes; a change in instructional treatment, and, where appropriate, referral to the Committee on Special Education for evaluation.

### **Promotion/Retention**

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

The following provisions shall apply to promotion and placement decisions:

1. No student promotion or placement decision for grades three through eight shall be based solely on student performance on the ELA or Mathematics State assessments;
2. Student assessment scores may be considered as a measure of student performance only if the decision making process uses multiple measures of assessments and data in addition to the State assessments and the State assessments are only a minor factor in the promotion/placement decision;
3. In making promotion and placement decisions, the school will consider in class performance, teacher observation, homework, input of the parent, social and emotional needs as well as any other applicable measures, other than State assessments;
4. The final decision regarding placement and promotion is the decision of the building administrator;

*This policy shall be posted on the district's website.*

## **Homeless Students/Students in Temporary Housing Notice**

Children and youth in temporary housing have the right to:

- Stay in the same school and get free transportation even if it is across district lines
- Immediately enroll in school without records (school, medical, or vaccination records, proof of residency)
- Receive special education services immediately if the student has a current Individualized Education Plan (IEP)
- Participate fully in any school activities, including before- or after-school activities
- Receive support services and help with things like school supplies through Title I
- Receive free school meals without filling out an application
- Receive help enrolling in pre-k, Head Start, other preschool programs, and Early Intervention
- Receive help applying for financial aid for college if the student is an unaccompanied youth

For assistance, please contact the Horseheads Central School District Director of Student Services at (607)-739-5601 x4300.

## **NYS Dignity for All Student's Act**

On July 1, 2012, New York State enacted the 'Dignity for All Students Act' which was put into place to ensure that all school environments are free of discrimination and harassment. In an effort to continue to teach our students and staff about this law, I will meet with students grades 1-4 in conducted Town Meetings to review the ZERO Rules, as well as addressing this law, during the first two weeks of school. Please ask your student(s) what they've learned in Mrs. Scaptura's Town Meeting, and reiterate the importance of standing up against bullying and telling an adult about any incidents that break the Zero Rules. Your support is greatly appreciated!

## **Parents' Bill of Rights Relating to Student Data**

The Horseheads Central School District, in compliance with Education Law 2-d, hereby establishes the following Parents' Bill of Rights in regard to student data:

1. A student's personally identifiable information will not be sold or released for any commercial purpose;
2. Parents have the right to inspect and review the complete contents of their child's educational record. Procedures for reviewing student records can be found in the Board Policy entitled 'Student Records,' Policy 5500, Regulation 5500-R;
3. Security protocols regarding confidentiality of personally identifiable information are currently in place and the safeguards necessary to protect the confidentiality of student data are maintained at industry standards and best practices. The safeguards include but are not limited to: encryptions, firewalls, and password protection.
4. New York State maintains a complete list of all student data collected by the State and the data is available for public review at [www.nysed.gov](http://www.nysed.gov), or by writing to: 89 Washington Avenue, Albany, NY 12234.
5. Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed to the Superintendent of Schools, One Raider Lane, Horseheads, NY 14845.

## **Legal Information**

Please keep us informed throughout the school year of any contact information or legal changes pertaining to you or your child(ren). If an emergency situation should arise, it is imperative that all the information we have is current. This includes but is not limited to: phone number, custody agreement, and emergency contacts. Please call the main office with the correct information as soon as possible.

If the child(ren)'s parents are not residing together, we require custody papers stating which parent has physical custody, legal custody, and to note any other legal decisions regarding the child(ren). Thank you for your cooperation in this matter.

### **Please find and review these included Board of Education Policies:**

- Code of Conduct
- Family Educational Rights and Privacy Act (FERPA)
- Network & Internet Acceptable Use/E-mail Acceptable Use
- 100: Comprehensive Student Attendance
- 8505: Charging of School Meals
- 4750: Promotion & Retention



## Mark Your Calendars

September 5th—Welcome Back!

### September 6th

Beginner Strings Night; 5:30pm, IS Café

### September 7th

Beginner Band Night; 5:30pm, IS Café

### September 18th

PTO Meeting; 6:00pm, BF Comm Ctr

### September 25th

Big Flats Open House; 6:30-7:30pm

### October 2nd

PTO Meeting; 6:00pm, BF Comm Ctr

### October 4th

PTO Color Run; 5:30pm

### October 8th

Columbus Day—NO SCHOOL

### October 18th

Picture Day

### October 19th

Conference Day—NO SCHOOL

### Learn Up-To-Date Information About Our Schools and the 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 Mrs. Scaptura on Twitter at @escaptura1

**Instagram:** The district's page—hhdsschools

Visit our district website at:

**[www.horseheadsdistrict.com](http://www.horseheadsdistrict.com)**

Questions about our website or social media?

E-mail **[hcsdinfo@horseheadsdistrict.com](mailto:hcsdinfo@horseheadsdistrict.com)**



## Breakfast is Served

Running short on time in the morning? Your child can purchase breakfast for just \$1.25. It is served between 7:45 a.m. and 8:10 a.m. each day. Please note—in the event of a two-hour delay, breakfast will **not** be available. On half days, breakfast will be served, but there will be no lunch.

## PaySchools

Horseheads Central School District has an online prepay account for school meals called PaySchools. You can access this information from our 'Big Flats' main page on [horseheadsdistrict.com](http://horseheadsdistrict.com), clicking on the 'Food Services' link. You can also find it directly at <https://www.payschools.com/user-login.asp?src=custom>. You will need to register using your child's student ID number. To obtain this information, please call the cafeteria at (607)-739-6373 x5607.

*At Big Flats Elementary, we have fun together as we learn, overcome challenges, and make a difference so we can be successful in our future.*

## APPR of Teachers and Principals

The District is required to implement Annual Professional Performance Reviews (APPR) of most teachers and principals. The outcome of the APPR is that each teacher and principal subject to APPR this year will receive a composite evaluation score between 0 and 100. A score of 0-64 means that the teacher or principal is rated Ineffective, a score of 65-74 means that the teacher or principal is rated as Developing, a score of 75-90 means that the teacher or principal is Effective, and a score of 91-100 means that the teacher or principal is Highly Effective. You may request the final composite rating for the teachers and principals in the school building to which your child is assigned for the current school year by contacting the building principal of your child's school. Further, if you require additional explanation of the ratings for the teachers and principals, you may contact Megan Collins, Director of Human Resources, at (607)-739-5601 x4211.

## September—The month of:

### RESPECT

Follow the Golden Rule  
Be tolerant and accepting  
Deal peacefully with anger and insults

Use good manners, not bad language  
Be considerate of the feelings of others  
Don't threaten, hit, or hurt anyone



## Teacher Qualification

Pursuant to the federal No Child Left Behind Act, parents and guardians have the right to request and receive information about the professional qualification of their children's classroom teachers. Parents wishing such information about their child(ren)'s classroom teachers should contact the building principal.

## Dignity Act Coordinator

The Dignity Act Coordinator (DAC) for Big Flats Elementary is Elizabeth Scaptura. Complaints regarding discrimination, harassment, or bullying of any student should be referred to Mrs. Scaptura at (607)-739-6373. The Dignity Act Coordinator for the Horseheads Central School District is Megan Collins. Mrs. Collins may be reached at One Raider Lane, Horseheads, NY 14845, (607)-739-5601 x4211.

## Non-Discrimination Notification

The Horseheads Central School District offers educational programs without regard to race, color, weight, national origin, creed, religion, marital status, military status, sex, sexual orientation, age, or 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 Megan Collins, Title IX/DASA Coordinator, and Co-Civil Rights Compliance Officer; Anthony Gill, Co-Civil Rights Compliance Officer; or Kim Williams, Section 504 Coordinator, Horseheads Central School District, One Raider Lane, Horseheads, NY 14845, (607)-739-5601. This policy of non-discrimination includes access by students to educational programs, counseling services, course offerings, and activities, as well as recruitment and appointment of employees and employment pay, benefits, advancement and/or termination.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Megan K. Collins, Director of Human Resources [mcollins@horseheadsdistrict.com](mailto:mcollins@horseheadsdistrict.com) One Raider Lane, Horseheads Central School District, Horseheads, NY 14845, (607)-739-5601 —or—

U.S. Department of Education Office of Civil Rights LBJ Department of Education Building 400 Maryland Ave. SW, Washington, DC 20202-1100, 1-(800)-421-3481