



Welcome

to the 2019-2020 School Year!

Big Flats News

September 2019

*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 policies and procedures.

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 to 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. (unless attending the morning Kid's World program), as the front doors will remain locked until that time.** Students who are signed up and arrive for morning Kid's World are to use the cafeteria entrance and must be accompanied by a parent/guardian into the building. All other students who are being dropped off in the morning should arrive no earlier than 7:45 a.m. using the main doors and 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.

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

Elementary Lunches (K-6)

School Food Services prices for the 2019-2020 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

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.

Important Information from the Main Office

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.

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.

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.

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. Saptura'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!*

Welcome New Staff!

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

Ms. Sarah Smetanka; Teaching Assistant
Miss Alexis Traynham; Social Worker
Miss Jennifer Bayer; ESL Teacher
Mrs. Summer Kenefick; 4th Grade
Mrs. Andrea Taylor; 4th Grade LTS

Half Days for Elementary Schools

When half days are scheduled throughout the 2019-2020 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.

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, 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.

Important Information from the Health Office

Immunizations

New York State Public Health Law requires that all children entering school have the following minimum immunizations:

- 3-4 Hepatitis B
- 1-4 doses of Hib (haemophilus influenzae type b conjugate) for entering Pre-K
- 1-4 doses of PCV (pneumococcal conjugate) for entering Pre-K
- 4 DPT (diphtheria, pertussis, tetanus) for Pre-K; students in grades K-5 need 5 DPT doses OR 4 DPT if the 4th dose was at age 4 or older; 3 doses for entering 6-12
- 1 Tdap (tetanus toxoids, diphtheria, and acellular pertussis) for all students entering grade 6 and who are 11 years of age
- 3 Oral Polio; 3 doses prior to Pre-K and possible 4th prior to entering kindergarten
- MMR: first dose given on or after the child's first birthday; 1 dose for all entering Pre-K, and 2 doses for K-12
- 1 Varicella for Pre-K; 2 doses for all entering kindergarten, grades 1-4 and 6-10
- Meningococcal vaccine for all students entering grade 7-9; 2 doses at grade 12 unless first dose was received at age 16 or older

Please Note: New York State has 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 uninsured or underinsured may have their children immunized at the Chemung County Health Department in Elmira. Call 737-2028 for an appointment.

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**.

Don't forget!

The Fall Scholastic Book Fair run by the Parent/Teacher Organization starts Monday, September 23, 2019. Check it out! If you would like to help with future PTO events for the 2019-2020 school year, please contact the president, Lauren Heal, at pto.bigflats@gmail.com.

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. Please do not bring frozen items as there is limited freezer space and access.**

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.

Questions about our website or social media?

E-mail hcsdinfo@horseheadsdistrict.com



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



Emotional Health Matters

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

*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.*

Mark Your Calendars

September 4th—Welcome Back!

Sept 6

Beginner Band Night; 5:30pm, IS Cafe

Sept 17

PTO Meeting; 6pm, BFE Library

Sept 19

BOE Meeting; 6pm, IS Café

Sept 24

BFE OPEN HOUSE; 6:30-7:30pm

Oct 1

PTO Meeting; 6pm, BFE Library

Oct 4

PTO Color Fun Run; 5:30pm, BFE

Oct 11

NO SCHOOL—Conference Day

Oct 14

NO SCHOOL—Columbus Day

Oct 17

Picture Day

BOE Meeting; 6pm, CS Café

Oct 23

Unity Day—Wear **orange**

Oct 31

Halloween Parade; 1:30pm

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 (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 x4211, or cdefilippo@horseheadsdistrict.com.

Non-Discrimination Notification

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.



Digital Citizen News

September 2019



Volume 3 : Issue 1



Welcome back to a new school year!

This is year 3 of our Digital Citizenship Initiative at GST BOCES and the first issue of the third volume of our newsletter.

In this issue we review key some ideas about digital security, rights, and responsibilities while adding some things that you might not know.

We hope you are finding that this material is useful to you in your classrooms and at home in your daily life. Having an understanding of Digital Citizenship is important for students, teachers, and parents.

Please share this newsletter with others, and encourage them to use it in their schools.



If you are new to Digital Citizenship, we suggest starting by downloading our Digital Citizenship Pledge.

This poster states many of the key points of being a Digital Citizen in an easy to remember format.



<http://go.gstic.org/dc-pledge>



Sign Up to receive this newsletter in your email inbox

Scan this QR code with your phone, or go to <http://go.gstboces.org/dcnews-signup> in your browser.

STUDENTS, CIPA, CONTENTKEEPER, AND INTERNET FILTERING



Students need to access online learning apps and educational content from any device, anywhere, at any time. It is important to know that GST BOCES is working to protect students from inappropriate material as well as comply with state and federal regulations regarding student internet use while on our regional network. We utilize a program called **ContentKeeper** to help meet these goals.

CIPA

The **Children's Internet Protection Act (2000)**

<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>

One of the federal laws we must comply with is the **Children's Internet Protection Act (CIPA)** which was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program - a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

ContentKeeper uses web filtering based on categories instead of individual websites. SSL (Secure Sockets Layer) is a secure protocol developed for sending information securely over the Internet. ContentKeeper provides intelligent SSL inspection and controls which ensure student safety both on and off campus.

(continued on the next page)

Send comments, suggestions, and questions to dc@gstboces.org
Visit <http://dc.gstboces.org> September 2019 - page 1 of 3



ContentKeeper also provides granular controls and accurate reporting of encrypted traffic across all devices and browsers without degrading network performance.

Districts customize web filtering categories as well as allow or disallow access to specific websites. This customization can distinguish filtering between students or staff members and can allow staff access to sites which are blocked for students. Customized reports are available allowing districts to review internet usage.

There are estimated to be 1,518,207,412 websites in the World as of January 2019. Mill for Business theorizes the number of new websites per day is approximately 547,200. "In the absence of any reliable data on this, the best thing we can do here is to come up with the rough estimation. For the purposes of this section, we have measured the change in the total number of websites worldwide per minute. We found out that every minute the total number of the websites grew approximately by 380. This means that every 24 hours we get 547200 increase in the total number of websites worldwide!" <https://www.millforbusiness.com/how-many-websites-are-there/>

We want to keep students safe online and teach them to be good Digital Citizens as they make their way through the digital world. We aim to balance safety and accessibility while allowing students the freedom to explore and learn on the internet.



CONTENTKEEPER
Proven Internet Security



A Report from Detective D. Thomas

TRACKING BETTER SEARCHES

The internet is the biggest library in the world. You can find almost anything you want and sometimes you can find things that you don't want. When you search on the internet make sure that you are searching appropriate materials.

Are you aware that all that you do on the internet can be tracked when you are at school?

Technology employees pull daily reports from ContentKeeper on students and staff using target words and review them. Please do not use profanity or inappropriate subjects like sex, harmful topics or items and subjects that have a violent connotation or your account will be flagged by the ContentKeeper software.

If you search a subject we deem inappropriate, you will get a call to the main office to explain your behavior on the web and you could lose your internet privileges for a time.

We are watching over your shoulder! If you come across offensive material by accident please notify your teacher so they can report it as an accidental incident. Keep your searches appropriate and focused on learning resources that help you with your educational class work.

Detective Thomas



What will you search for next?

Celebrate! October 14th-18th, 2019 is Digital Citizenship Week



Common Sense Media has lots of information about how your school or district can participate in this year's celebration of Digital Citizenship Week.

Visit their Digital Citizenship Week page - <http://go.gstric.org/301-week>

Common Sense has also added new lesson for digital citizenship at <http://go.gstric.org/301-lessons>.

There is also a special page for parents who would like to help get something started for Digital Citizenship week at <http://go.gstric.org/301-parents>.



What is an AUP (Acceptable Use Policy)?

Definition: An acceptable use policy (AUP) is a document that outlines a set of rules to be followed by users or customers of a set of computing resources, which could be a computer network, website or large computer system. An AUP clearly states what the user is and is not allowed to do with these resources.

Source: **Technopedia** (<http://go.gstric.org/301-aup>)

The Acceptable Use Policy (AUP) for Internet use is one of the most important documents a school will produce. Creating a workable AUP requires thoughtful research and planning.

Source: **EducationWorld** (<http://go.gstric.org/301-aup2>)

Why do I need to know this information?

Chances are very good that your school or district already has a well-defined AUP (acceptable use policy). Many districts developed them as part of their long term technology plans as they were getting ready for CIPA compliance and E-rate funding.

However, some districts are re-examining their AUPs in light of new devices that they are acquiring and the implementation of one-to-one computing projects in their districts. Lots of students are now taking school-owned or district-owned devices home with them each night. It is more important than ever that students and parents know what is required in their district's acceptable use policy.

Many AUPs define disciplinary consequences for students and may impose repair or replacement costs for parents if technology is misused. The AUP is agreement between the school and the student/parent. You should be aware of what you are agreeing to before using the devices.

Question: Have you read your district's policies regarding the proper use of technology?

What Students Need to Know about Acceptable Use Policies

You are making an agreement every time you login to a school computer or device. Sometimes the AUP is mentioned directly on the sign in screen or on the banner for the computer.

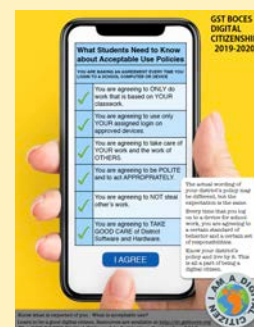
- ✓ You are agreeing to **ONLY** do work that is based on **YOUR** classwork.
- ✓ You are agreeing to use only **YOUR** assigned login on approved devices.
- ✓ You are agreeing to take care of **YOUR** work and the work of **OTHERS**.
- ✓ You are agreeing to be **POLITE** and to act **APPROPRIATELY**.
- ✓ You are agreeing to **NOT** steal other's work.
- ✓ You are agreeing to **TAKE GOOD CARE** of District Software and Hardware.

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This month our poster is all about this topic.

The poster is attached to this PDF newsletter. Print it on a color printer and hang it up in your classroom or in the hall at school.

Print a copy and share it with someone else.



A NEW PERSPECTIVE - MOVING TOWARD RESPONSIBLE USE

As more school districts and school personnel become aware of the positive effects of Digital Citizenship we are starting to see districts that are moving to rename their acceptable use policies as **responsible use** policies. A “responsible use” approach presents the student use policy in the form of what students should do rather than what they should not do. High-quality Responsible Use Policies focus on a variety of areas, such as Internet and software access, email and user account information, filtering and monitoring, privacy expectations, safety, and other topics in a positive way.

Source: <http://go.gstric.org/301-rup>



GST BOCES DIGITAL CITIZENSHIP 2019-2020

What Students Need to Know about Acceptable Use Policies

YOU ARE MAKING AN AGREEMENT EVERY TIME YOU
LOGIN TO A SCHOOL COMPUTER OR DEVICE

✓	You are agreeing to ONLY do work that is based on YOUR classwork.
✓	You are agreeing to use only YOUR assigned login on approved devices.
✓	You are agreeing to take care of YOUR work and the work of OTHERS .
✓	You are agreeing to be POLITE and to act APPROPRIATELY .
✓	You are agreeing to NOT steal other's work.
✓	You are agreeing to TAKE GOOD CARE of District Software and Hardware.

I AGREE

The actual wording of your district's policy may be different, but the expectation is the same.

Every time that you log on to a device for school work, you are agreeing to a certain standard of behavior and a certain set of responsibilities.

Know your district's policy and live by it. This is all a part of being a digital citizen.



Know what is expected of you - What is acceptable use?

Learn to be a good digital citizen. Resources are available at <http://dc.gstboces.org>

The GST BOCES Digital Citizenship Initiative September 2019