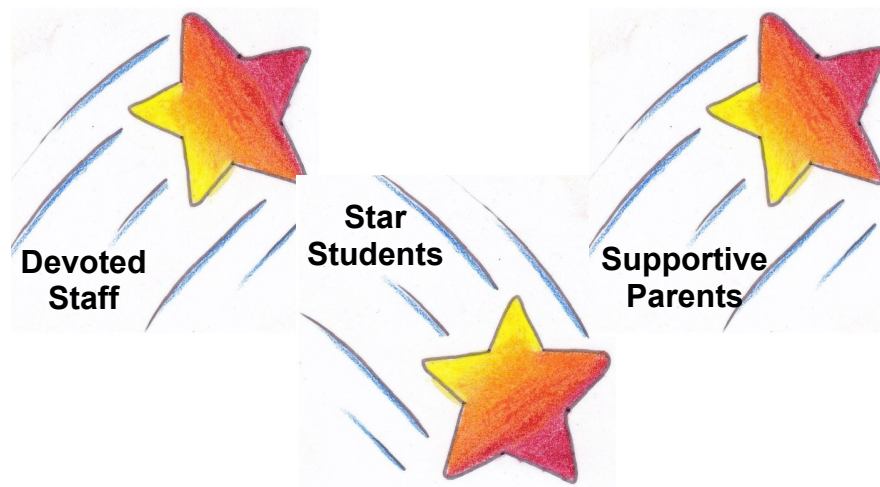




**Where reaching for the stars
is never out of reach,
but an expectation!**



Student/Parent Handbook



Big Flats Elementary School

Grades PreK-4

543 Maple Street
Big Flats, NY 14814

(607) 739-6373
Fax (607) 795-2555

Dear Students, Parents, and Guardians,

Welcome back to a new school year!!! We are excited to begin another successful and rewarding year with you. In an effort to create better communication between school and home, our Site Base Team and staff have created this Student/Parent Handbook for your use. The intention of the handbook is to clearly define the school rules and expectations for all so that each student may enjoy their educational experience in a safe, respectful, and caring environment.

Please read this handbook with your child(ren) and discuss the rules and expectations. When you have finished, please sign and return the tear out page at the end of the booklet and, return it to your child's teacher.

Thank you,

Elizabeth Scaptura, Principal
and The Big Flats Staff

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Big Flats Elementary

Faculty and Staff

Office Staff

Principal	Mrs. Elizabeth Saptura
Secretary	TBD
Attendance Clerk	Mrs. Becky Riegal

Support Services

Psychologist	Mrs. Tonya Apgar
Registered Nurse	Mrs. Colleen Ignaszewski
Social Worker	Mr. Dean Smith

Pre-Kindergarten

Mrs. Jennifer Robinson	Mrs. Diane Finefrock
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Kindergarten

Mrs. Lisa Barnstead	Mrs. Shannah Kamas
Miss Jillian Sekella	Mrs. Jean Yorio

Grade 1

Mrs. Andrea DeLosa	Ms. Teresa Gill
Mrs. Georgette Moschetti	Mrs. Kelly Schrage

Grade 2

Mrs. Kathryn Buckley	Mrs. Kendra Durr
Mrs. Christel Harris	Mr. Greg Sumner

Grade 3

Mrs. Kimberley Clark	Mrs. Andrea Taylor
Mrs. Penni TenEyck	Miss Amy Williams

Grade 4

Mrs. Lisa Comer	Mrs. Maren Schiefen
Mrs. Danielle Aepelbacher	

Special Education Teachers

Mrs. Linda Billotte	Mrs. Amy Kelly
Mrs. Jennifer Cavanagh-Wheeler	

Special Area Teachers

Art	Mr. Rich Hamula
Computer Lab	Mrs. Jo Ellen Clark
Library	Mrs. Judy Sell
Library Aide	Mrs. Kathy Williams
Vocal Music	Mrs. Jordan Winderl
Physical Education	Mrs. Erin Hillson
Instrumental Music	Miss Tabitha Hughes
String Music	Mrs. Margaret Matthews
Reading Specialist	Mrs. Gaile Felli
Reading/Math TA	Mrs. Pam Cavaluzzi
English Second Language	TBD
Occupational Therapist	TBD
Physical Therapist	Mrs. Marcia Dickinson
Speech Therapist	Mrs. Jennifer Tremaine
Contract Sub	Miss Marie Sherwood
Teaching Aide	Mrs. Karen Decker
Teaching Assistant	Mrs. Brenda Close
Teaching Assistant	Mrs. Leslie McCarthy
Teaching Assistant	Mrs. Patricia Martin
Teaching Assistant	Miss Danielle Manning
Teaching Assistant	Mrs. Julie Wallisky
Teaching Assistant	Mrs. Donna Weber

Cafeteria

Food Service Manager	Mrs. Karen Buchanan
Food Service Assistant	Mrs. Theresa Brennan
Food Service Assistant	Mrs. Bonnie Todd
Cafeteria Monitor	Ms. Paula Schrom
Cafeteria Monitor	Mrs. Barbara Baker

Custodians

Day Cleaners	Mr. Matt Watson
Night Cleaners	Ms. Lisa Burke
Night Cleaners	Mr. Brian Munson

General Information

Arrival.....	7:45 - 8:25
School Hours	8:25 - 2:25
First Bell (students may enter classrooms)	8:00
Tardy Bell (class starts).....	8:25
Dismissal Bell.....	2:25

Student Drop Off Procedure

Drop Off: Our student drop off begins promptly at 7:45am. Students may not enter the building until 7:45am as supervision is not available until then.

During the first few days of school, it is common for many parents to walk their child to their new classroom. However, **after the first three days** parents are requested to drop their children off in the lobby and allow them to walk to class independently. We appreciate your support!

Please make sure your child is in the classroom by 8:25am. If students arrive after 8:25, students must report to the office. They will be marked tardy, and will require a blue note for their tardiness. Please note that our school clocks are set by satellite and our office clock is the official clock used to determine a student's arrival and dismissal time.



Dismissal

Student dismissal begins at 2:25pm.

When picking your child up at the end of the day, please enter the building through the doors on the north side of the cafeteria. The main entrance doors are used for dismissal of bus students only.

Students being picked up are located in the cafeteria and are divided into two categories: occasional pick-up and daily pick-up. Students will only be released when parents, or others designated by parents, have signed out the student(s).

Parking for student dismissal is located in the north parking lot at the rear of the school.

Students Leaving Early

For the safety of each child, when it becomes essential that a student be dismissed early from their daily schedule, the parent must visit the office to properly release the student and notify the teacher. The office will call the teacher to send the student to the office once you have arrived. We will not release any student to anyone other than parents or legal guardians without written permission in the form of a blue note delivered to the attendance clerk in the morning from either a parent or legal guardian. Photo identification will be required to pick up the student.

Kids World

Kids World program is run through the YWCA and is available for after school care. More information is available through the Elmira YWCA.

Phone Number: (607) 733-5575

E-mail Address: info@ywcaelmira.org

Web Site: <http://www.ywcaelmira.org/index.asp?pageID=191>

Chain of Command

Communication is critical to ensure success in your child's education. If an issue arises, we ask that you please follow the district's chain of command. All concerns **must** begin with your child's teacher.

Step 1 Teacher

Step 2 Principal

Step 3 Assistant Superintendent

Step 4 Superintendent

Step 5 Board of Education

We appreciate your support and understanding.



School and Emergency Closings

School closings due to inclement weather will be announced via various media outlets. In the event of an emergency during the school day, all students will be taken by bus to the address previously identified by parents on the “Emergency Go Home” form that was completed at the beginning of the school year. As a reminder this location **MUST** be on one of the Big Flats Elementary bus routes.



Immunizations

Starting July 1, 1981 under Section 2164 of the New York State Public Health Law, all children attending school must be immunized against diphtheria, polio, measles, mumps, rubella, and Hepatitis B. A statement from the physician or health facility should show the products administered and the dates of immunization. From the beginning of school, if a student is not immunized, the parents will be notified that the student will not be allowed to attend school until all immunizations are obtained and documented by the child’s physician.



ZERO **TOLERANCE**

ALL members of the Big Flats Elementary School Community are expected to follow the ZERO TOLERANCE POLICY in all areas of the school throughout their entire school day. These areas include:

- Classrooms and special area classrooms
- Hallways including bathrooms
- Cafeteria
- Playground
- Assemblies and other special school functions
- Field trips

A ZERO TOLERANCE POLICY poster will be placed in ALL classrooms for staff, students, and visitors to refer to as needed.

Behavioral Expectations **at Big Flats Elementary**

The staff, students, parents, and visitors at Big Flats are expected to respect a “Culture of Caring” in our school community. In order to develop this culture, all students who attend Big Flats Elementary will participate in a Town Meeting during the first week of school at which time Mrs. Scaptura will thoroughly explain our schools *ZERO TOLERANCE POLICY*. This policy is an outline of the behavioral expectations at all times, in all areas of our school.

The *ZERO TOLERANCE POLICY* means that at Big Flats Elementary School at NO time do we tolerate any:

- Bullying
- Hitting
- Kicking
- Punching
- Teasing
- Threatening
- Weapons (real or pretend)
- Any other behavior that would not be safe, make others not feel safe or that does not promote a positive and caring school community.



Discipline

By nature, elementary students are adventurous, spontaneous and tireless. These characteristics can lead to behavior problems in the confines of a classroom. By providing discipline to our elementary students, we teach them two important concepts:

1. Certain behaviors are desirable and should be repeated.
2. Other behaviors are undesirable and should be avoided.

We try to emphasize the positive behaviors students demonstrate and teach our students to accept responsibility for an inappropriate behavior. It is essential that students know what behavior is expected and what the consequences are if they choose to behave inappropriately.

WE BELIEVE THAT.....

STUDENTS HAVE THE RIGHT TO LEARN.

TEACHERS HAVE THE RIGHT TO TEACH.

Our school-wide discipline plan protects these rights. Should you have a question, comment and/or concern, please don't hesitate to contact us.

Consequences

For behavior that is found to be in violation of the rules, one or more of the following age appropriate options will be enforced:

- Discussions and Warning
- Denial of Privileges
- Contact Parents
- Visit to the Principal's office
- Assignment to the quiet room at recess
- Conference with appropriate parties
- Clean, repair, or pay for damages or loss
- In school suspension or out of school detention



Think Sheet

When there is a discipline issue, Mrs. Scaptura often has students complete a Think Sheet as a learning tool. The purpose of a Think Sheet is to revisit what the student did wrong, but more importantly what the student could do better next time should the same situation arise. Students will be asked to take the Think Sheet home to have their parents sign and return to the principal the next day.

Cafeteria Information

Use quick and easy payment options to pay for lunch and/or breakfast easier. You may set up an account with PaySchools (www.payschools.com) and pay online or send an envelope with your child's name and prepay in any amount you wish. The money will be put on your child's account.

Joining Your Child for Lunch

If you would like to join your child for lunch for a special occasion, there is a table at the front of the cafeteria for parents/students to use. Visitors must:

- Sign in at the office.
- Please order your lunch through your child's teacher or the cafeteria by 8:45 am.

If you are bringing in a lunch, **no fast food is allowed**. We ask that your lunch is healthy and nutritious. You may eat lunch with your child only. Other students are not allowed to join you and your child at the front table.



Cafeteria Rules

1. Talk in a normal speaking voice.
2. Walk at all times.
3. Clean food, wrappers, bags, etc. from the table and floor before emptying trays and recycling items.
4. Keep your hands and feet to yourself.
5. Raise your hand if you need help from the cafeteria monitors.
6. Treat your classmates and monitors with respect and consideration.
7. Appropriate restaurant manners need to be followed at all times.
8. Students are expected to remain seated until an adult asks them to take care of their trays or line up.

Students are to be respectful and mannerly at all times in the lunch room. We have two lunch monitors in the cafeteria to assist students.

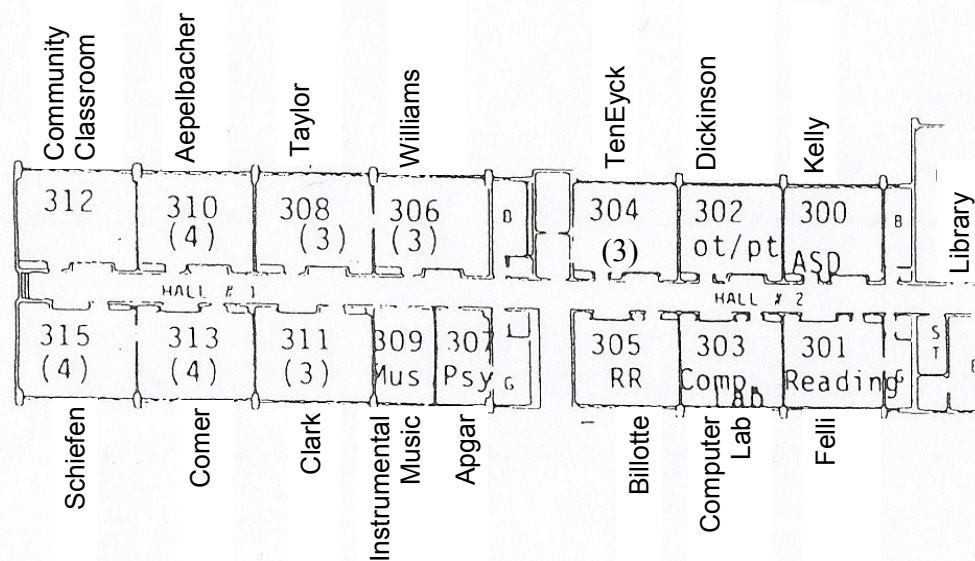
Students must raise their hand to receive assistance from the cafeteria monitor.

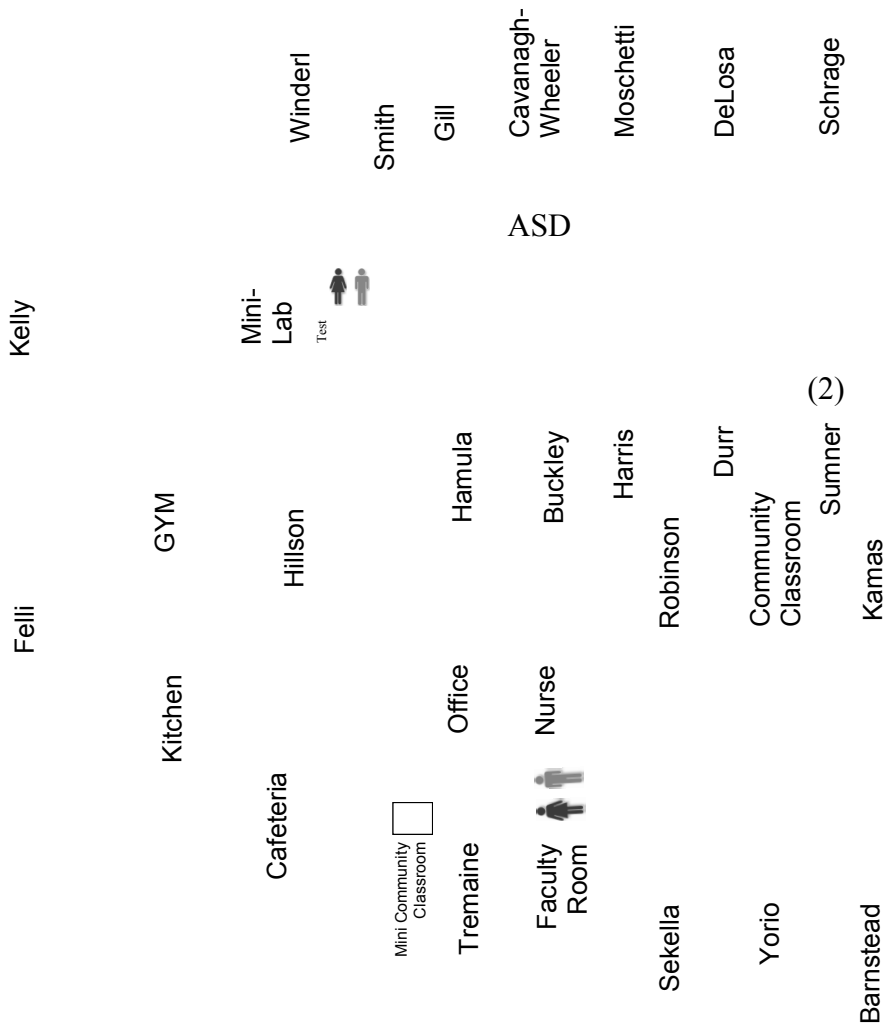




543 Maple Street
Big Flats, New York 14814
607-739-6373

Elizabeth Scaptura
Principal





Common Courtesies

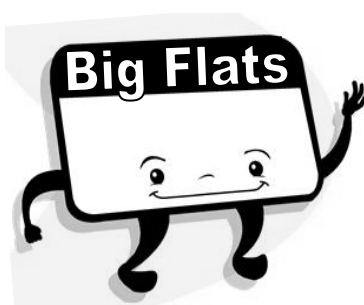
As a caring community, we show consideration for others, accepting that we are all different.

1. Students are expected to arrive to school on time to be sure not to miss anything and to avoid disrupting their classmates when they enter the classroom. Parents can help by scheduling appointments for children after school hours when possible.
2. **NEW POLICY:** We do not allow the distribution of any type of invitation even when all students in the classroom are invited to birthday parties or other special events. Please utilize the PTO family address and telephone directory for information needed to contact other families and students in these situations.
- 3 Cell phones and all hand held electronic devices interfere with the educational process and are not allowed in the classroom or to be used during the school day. It is highly recommended that these devices be left at home.
4. If you need to speak to your child's teacher, PLEASE set up a mutual time to discuss your comments/ concerns. We ask that no parents or guardians enter the classrooms after 8:00am as teachers are instructing students.

In the event of an urgent concern or emergency, please see a secretary in the office.

School Visitors

Visitors are present daily in our school. We ask that all visitors please report directly to the school office to sign in and to obtain a visitors badge. This procedure is in effect to

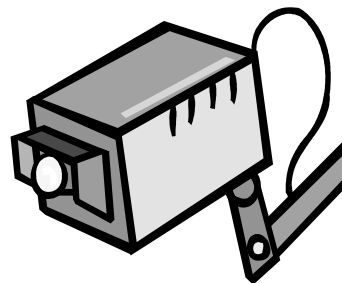


prevent unauthorized individuals from entering the building. There are no exceptions, for the safety of the students, staff and security of our school.

Safety Expectations

In order to create a safe, respectful and caring school environment, there are expectations for **adults and students.**

Visitors are expected to sign in at the office and wear a visitor's badge at all times. There are no exceptions, for the safety of the students and security of our school.



Parent Teacher Conferences and Report Cards

Kindergarten Students:

- Conferences will be scheduled in November and January.
- Report cards are distributed in April and June.

Grades 1 & 2:

- Conferences will be scheduled in November.
- Report Cards are distributed in January, April and June.

Grades 3 & 4:

- Conferences will be scheduled in November.
- Report cards are issued in November, January, April and June.

If at anytime you feel you need an additional conference, please contact your child's teacher.

Supporting your child's academic success

- Parents - **please** check your child(rens) folders daily.
- Discuss the work your child brings home.
- Have them re-read stories and review the content of their papers. It's an excellent review and only takes a few minutes!
- Set aside a daily homework time and routine with your child. Stick to your agreed schedule and be consistent.
- Set up a quiet area with necessary supplies for their homework area.
- Allow your child to do their homework independently.
- Be available to provide assistance if needed.
- Parents are expected to enforce the grade level daily reading expectation for each of their children. Your child's teacher may require a parental signature daily or weekly.

If you have any issues or concerns with your child's homework please contact their teacher, they are willing to assist you whenever the need arises.

Grade Level Daily Reading Expectations

New Policy: Research shows that daily reading or being read to, greatly improves student achievement results. The times listed below are ***minimum*** recommended reading times for our students. Students need to read ***daily***. We ask that all parents please reinforce this important skill daily with your child(ren).

Pre-Kindergarten	10 minutes daily
Kindergarten Students	10 minutes daily
First Grade Students	10 minutes daily
Second Grade Students	10 minutes daily
Third Grade Students	15 minutes daily
Fourth Grade Students	15 minutes daily

Please note: Students in grades 1-4 may have additional homework requirements. See “Homework” section on page 22 for additional information.



Homework

Big Flats Elementary believes homework extends learning, can be a review of skills, and may include written and/or non written work. The homework assigned for grades 1-4 should take no more than 10 minutes per grade level. For example; first grade should be 10 minutes, second grade should be 20 minutes, etc. Each night parents/guardians should check for homework completion. Individual grade levels, as well as individual teachers, have further specifications to this policy.

If you wish to have homework for a child due to illness or a family emergency, please call the school by 9:00am, and we will arrange to have the work left in the office for you or a designated family member to pick up at dismissal time.

If your child consistently struggles with homework, please contact your child's teacher.

Vacation Homework

New Policy: Please note that at Big Flats Elementary we will **NOT** provide homework to students who will miss school for vacations, etc **prior** to the student's absences. Students will be expected to complete daily reading and a writing journal during these situations.

It is very possible that students may also be expected to complete any pertinent work deemed by the student's classroom teacher once the student returns.

Parking

When visiting Big Flats Elementary **PLEASE** park in the designated parking lots and spaces. We do not allow parking in the bus lanes or fire lanes. During special events we ask that you please park on school property and not on our neighbor's lawns.

Overflow parking may be found behind the Wesleyan Church or the Big Flats Community Center parking lots.

Student Morning Drop Off Procedures

Our student drop off circle is located at the north end of our parking lot. We ask that vehicles remain in order to ensure the safety of everyone . Please do not pull out of the line to expedite your exit.

When dropping off your child(ren) in the morning please make sure that they are seated on the right side of your vehicle. This will ensure student safety and efficiency to this procedure. Please make sure that your child(ren) remain in the vehicle until you have come to a complete stop.

Students should be prepared to exit your vehicle quickly and promptly so that we can keep the drop off line moving. We appreciate your support!

Please remember that our front doors do not unlock until 7:45am. Students will not be allowed into the building prior to 7:45 as we do **NOT** have supervision coverage until then. Please plan accordingly.

Dress Code

In support of the Horseheads Central School Code of Conduct and Dress Code we will enforce at Big Flats Elementary the following:

The **Dress Code** states that “a student’s makeup, nails, hair, jewelry, and clothing must be safe, and ***not disrupt or interfere with the educational process***”.

1. Hair color (ex.: blue, pink, purple) or styled (spiked or Mohawk) although fun often brings significant attention to your child which they may or may not be able to handle. This includes their classmates as well. These situations often disrupt or interfere with the educational process both academically and socially.
2. Tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), midriff baring or see-through garments are not appropriate.
3. Underwear must be completely covered by clothing.
4. **Footwear must not be a safety hazard**. This is especially important at this age level. No flip flops or sandals without a back strap.
5. No head covering should be worn except for medical or religious reasons .
6. All clothing should have appropriate language and graphics and not endorse the use of alcohol, tobacco, illegal drugs, or other illegal or violent activities.

If a student is in violation of the dress code parents will be notified and asked to either pick up the student to rectify the situation or may be asked to bring in appropriate attire.

Halloween Procedures

Halloween is celebrated at school the Friday before October 31st each year. We treat this day like any other day. We have a full day of academics. At 1:30pm we host our annual Halloween parade. The parade is held outside and begins promptly at 1:30pm. Our fourth grade students lead the parade procession and concludes with our pre-kindergarten students.

To ensure the safety of our students we ask that all visitors please remain behind the yellow caution tape while watching the parade.

Costumes

- Students are NOT allowed to come to school in costumes. This includes make up and colored hair.
- All costumes must be nonthreatening and appropriate for children of all ages to view.
- No toy weapons are allowed with any costume.
- Visitors are NOT allowed to wear costumes.
- Only pre-approved parent helpers will be allowed into the building to assist students with costumes.
- Please note: Often classroom activities are immediately following the parade and students do not want to go home early with parents.

If you are taking your child out of school early this day we ask that you PLEASE send in a blue note, NO later than the morning of the parade. Students MUST be signed out from the office.

In the event of rain, the parade will be cancelled and not rescheduled.

Safety Drills Conducted

- 12 Fire Drills Annually
- 3 Shelter Drills Annually
- 1 Evacuation Drill Annually
- 2 Lockdown Drills Annually

Other drills practiced once every 3 years:

- Off site evacuation drill to an out of district location.
- Off site evacuation drill to a disclosed district location.

Please remember that in the event of an emergency, photo identification is required for **ALL** Lock Down situations. There are **NO** exceptions.



Parent/Teacher Organization (PTO)

We are very proud of our Big Flats Elementary PTO. The purpose and mission of our PTO is to build a strong community between the home and school environment for all children at Big Flats Elementary thus our motto: "Bringing Home and School Together."

Big Flats Elementary has been very fortunate to have such dedicated and supportive parents, guardians, and community members support our school.

Throughout the year our PTO sponsors and supports the following events and activities to better the educational experience of our students.

<i>Class Field Trips</i>	<i>Arts in Education Presentations</i>
<i>Classroom Volunteers</i>	<i>School Spirit Clothing Sale</i>
<i>Scrip</i>	<i>Winter Carnival</i>
<i>Science Fair</i>	<i>Student Directory</i>
<i>Open House</i>	<i>Fall Book Fair</i>
<i>Field Day</i>	<i>Birthday Books</i>
<i>Food Drive</i>	<i>Family Movie Nights</i>
<i>Box Tops</i>	

2011- 2012 Officers:

Co-President	Jess Casey
Co-President	Lynette Hampton
Vice President	Laurie Tarantino
Secretary	Amanda Newcomber
Treasurer	Mary Weis Juan
E-mail Coordinator	Amy MacDougall

Horseheads Central School Web Site Address



www.horseheadsdistrict.com

District Phone and Fax Numbers

Big Flats Elementary607-739-6373
Fax.....607-795-2555

Intermediate School607-739-6366
Fax.....607-795-2495

Middle School.....607-739-6351
Fax.....607-795-2525

High School.....607-739-2500
Fax.....607-795-2505

Food Service607-739-6360
Fax.....607-795-2524

Transportation607-739-6338
Fax.....607-795-2565

Kids World.....607-733-5575
x 222



Horseheads Central School District

Our Mission

“Quality Education for All”

The Mission of the Horseheads Central School Community is to provide a quality education for all within a nurturing environment which promotes excellence, growth, and a sense of civic responsibility.

Our Vision

We, the Horseheads School Community, want a district that:

- is nurturing and responsive;
- strives for balance in a supportive, safe, encouraging environment;
- recognizes the need for continual improvement in an ever-changing world;
- has a clearly defined focus on learning outcomes, collaboration, and support systems; and
- creates an environment within which everyone can thrive and achieve his/her highest potential.

Our Beliefs

We believe:

- everyone can achieve his/her highest potential;
- trust is essential for growth;
- learning is cooperative;
- programs are inclusive;
- success will be nurtured and expected;
- learning is performance-based;
- decisions are data-based; and
- responsibility, respect and results guide our every effort.

Exit Outcomes

The Horseheads Central School graduate will be...

- a life-long learner;
- a caring, productive citizen;
- an effective communicator;
- a creative problem-solver;
- a quality decision-maker;
- a healthy, well-rounded person.